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SF Environment



GAVIN NEWSOM, MAYOR
DAVID ASSMANN, ACTING DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

Regular Meeting Notice and Agenda

**Friday, January 23, 2009 at 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

DOCUMENTS DEPT.

Terry Milne
Chair

Carolyn Blair
Mike Boss
Jocelyn Cohen

(Advisory)
National Park Service

(Advisory)
SF Redevelopment Agency

Susan Nervo (Advisory)
SF Recreation & Park Department

Mark Sustarich (Advisory)
SF Public Utilities Commission

Mei Ling Hui
Urban Forestry Council Coordinator

Monica Fish
Urban Forestry Council Secretary

Maria D'Agostino
Malcolm Hillan
Naomi LeBeau
Bonnie Ora Sherk

AnMarie Rodgers
SF Planning Department

Carla Short
SF Department of Public Works

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

**Public comment will be taken before the Council takes action on any item.
Order of Business**

- 1. Call to Order and Roll Call.**
- 2. Adoption of Minutes of the December 12, 2008 Urban Forestry Council Regular Meeting.**
(Explanatory Document: December 12, 2008 Draft Minutes
http://sfgov.org/site/sfenvironment_page.asp?id=95195) (Discussion and Action)
- 3. Urban Forestry Council Activities for Arbor Day 2009.** Speaker: Urban Forestry Council Coordinator Mei Ling Hui (Discussion and Possible Action)
- 4. Urban Forestry Council Meeting Schedule for 2009.** Speaker: Council Chair Milne (Discussion)
- 5. Creating a System to Regulate Who Should Be Able to Work on City Trees.** Speaker: Member Carla Short (Discussion).
- 6. Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Document: Staff Report) (Informational Report and Discussion)
- 7. Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee, Chair, Carla Short
The next meeting is scheduled for Thursday, February 19, 2009, 4:15 p.m. City Hall, Room 421.

Landmark Tree Committee, Chair, Mike Boss
The next meeting is scheduled for Tuesday, February 10, 2009, 4:00 p.m., City Hall, Room 421.
- 8. Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
- 9. New Business/Future Agenda Items.** (Information and Discussion).
- 10. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
- 11. Adjournment.**

The next meeting of the Urban Forestry Council is scheduled for Tuesday, February 24, 2009 at 5:30 p.m., in Room 416, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If

it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sof@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Council's meeting agenda and minutes link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Urban Forestry Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Council and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: January 15, 2009

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES

Friday, January 23, 2009, 10:00 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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FEB 18 2009

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Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 10:07 a.m. Voting Members Present: Members Blair, Boss, Cohen, D'Agostino, Hillan, LeBeau, and Short; Voting Members Excused: Members Sherk and Vargas; Voting Member Absent: Member Rodgers; (1 Vacant); Advisory Member Present: Member Nervo; Advisory Member Absent: Member Sustarich. Member Boss was Acting Chair for the meeting and announced that there is one vacant seat for appointment by the Board of Supervisors that has not yet been filled. Member LeBeau was welcomed to the Council. Deputy City Attorney Cabrera announced that the Council Bylaws require that there be an election of Chair and Vice-Chair at the next Council meeting.
2. **Adoption of Minutes of the December 12, 2008 Urban Forestry Council Regular Meeting.** (Discussion and Action) Member Blair requested an amendment to her comments on Item 3, line 6, to change "thanked the members of the Board of Supervisors for reappointing her" to "thanked the six progressive members of the Board of Supervisors for reappointing her." Upon Motion by Member Hillan and second by Member Blair, the December 12, 2008 Meeting Minutes were approved with amendments without objection (AYES: Members Blair, Boss, Cohen, D'Agostino, Hillan, LeBeau, and Short; Absent: Members Rodgers, Sherk and Vargas) (Explanatory Document: December 12, 2008 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=95195)
3. **Urban Forestry Council Activities for Arbor Day 2009.** Speaker: Urban Forestry Council Coordinator Mei Ling Hui (Discussion and Possible Action). Coordinator Hui reported that meetings are being held to plan for Arbor Day activities and are being attended by all participating city agencies and non-profit organizations. A schedule of events is included in the Staff Report. Coordinator Hui recommended that the Council consider a permeable landscaping installation as a part of the Arbor Day events at the site where the eco resource fair and the Department of Public Work's headquarters will be. Members were asked for suggestions for event activities. Member Short reported that Arbor Day activities would be held for a full week starting on March 7th until March 14th, which is the day of the main event. Additional information can be found on the Arbor Day website www.sfarborday.org. The schedule on that site would be completely updated by approximately February 9th.

Member Cohen discussed her proposal that the Council participate in a collaborative project with other agencies on three pilot sites to demonstrate the best planting environment for trees and the Resolution adopted by the Council in 2008 to create these sites. Member Cohen also discussed a presentation to the Council by Ms. Jane Martin and herself on permeable landscaping and indicated that these sidewalk pocket park gardens would create a complete paradigm shift as to how our city looks. Member Cohen stated that Mr. Terry Milne recommended that this project be a part of the Arbor Day celebration and would be speaking during public comment on this topic. It was recommended that one of the pilot sites be located

at the school where the Arbor Day festivities would be taking place. Coordinator Hui reported that the school district has not yet approved the project, and that a maintenance plan would have to be worked out before the project could move forward. It was stated that the school is located on 37th Avenue between Ortega and Pacheco Streets, and the proposed site is along Ortega Street west of 37th Avenue.

Member D'Agostino inquired about funding for the project. Member Cohen explained that it is hoped that it would be a volunteer effort; however, there is a question of who would handle incoming funds if they are not in-kind donations. Member Cohen reported that the project that Mr. Milne brought forward as part of Arbor Day would be an opportunity for the Council to get publicity as well on the different kinds of issues that surround arboriculture and the urban forest. It was explained that there are so many different public and private entities in the city that would want to be involved and would be an asset to this project. Member Short reported that there are fundraising efforts for Arbor Day in general, and explained that the Parks Trust is a partner that has been a fiscal sponsor that could handle and route the donations to the appropriate place. Member Short reported that there has been a lot of emphasis on planting over the past few years, and that DPW maintenance would be emphasized this year. It was explained that DPW would be pruning the young trees that were planted as part of Arbor Day three years ago and asked Council members to volunteer on pruning projects.

Member Hillan stated that he would be interested in working on a maintenance demonstration and that maintenance should be a high priority. Member Hillan inquired whether Member Sherk had activities planned for Arbor Day. Coordinator Hui stated that she would inquire with Member Sherk and make a report at the next meeting. Member Blair inquired whether there would be a celebration on existing large mature trees, trees that have been planted and correctly maintained, and are a notable species in our city, e.g. landmark trees. Member D'Agostino reported that a tour could be given on the large established trees at the West Sunset Playground and also on Sunset Boulevard. Member LaBeau offered her assistance with the permeable landscaping project. Member Short reported that awareness of existing trees is something that is talked about every year.

Member Boss recommended a mention of the landmark tree program as part of Arbor Day activities in order to raise awareness on the process and on landmark trees. Coordinator Hui reported that the Department of the Environment will have a table and will be distributing the pruning guide and cards that direct people to the landmark tree website.

Public Comment: Mr. Terry Milne reported on (1) a potential Water Department permeable landscaping project; (2) Council sponsorship of a landmark tree celebration in 2008; (3) DPW interest in sidewalk gardens. Mr. Milne encouraged Council members to participate in the permeable landscape pilot project as described by Member Cohen; and (4) Mr. Mike Sullivan's tree tours as part of Arbor Day events.

4. Urban Forestry Council Meeting Schedule for 2009. (Discussion)

Member D'Agostino asked the Council to consider changing meeting start times in order to accommodate her work schedule. It was proposed that the Friday meeting start at 8:30 a.m. and the Tuesday meeting start at 6:00 p.m. Ms. Fish reported that the Bylaws would have to be amended, that a Notice of Proposed Bylaws Amendment would be published, and Council members would be asked to vote on the time amendment at the next meeting. Most Council

members that were present at the meeting spoke in favor of the time change; however, Members Blair and Cohen remarked that the time change may pose a problem for City employees and the public and would like to think about what works as a whole. Member Short stated that the public would be given a chance to comment at the next meeting. A request was made to calendar this item for the February 24, 2009 meeting.

5. Creating a System to Regulate Who Should Be Able to Work on City Trees. Speaker: Member Carla Short (Discussion).

Member Short discussed the Department of Public Work's (DPW) past efforts to regulate who should have permission to work on trees that the City has jurisdiction over. It was explained that a permit process cannot be implemented because staff is not available to perform these functions at this time due to budget constraints. Member Short reported that other municipalities have created lists of approved vendors who have agreed to uphold standards, have gone through a training program, and placed on an approved list. As long as the vendors do not violate any of the guidelines, they can stay on that list. One idea noted was to implement this type of process and to publish the list of approved vendors on DPW's website; however, the City is not allowed to endorse companies at this time. Member Short stated that she is looking for a process that the Council can recommend or endorse so a list can be established of approved vendors that property owners and others can access. It was explained that property owners may hire unacceptable companies and are then issued huge fines for unacceptable tree work as a result.

Member Boss recommended initially setting regulations so the violation would be of City policy. Member Short stated that they would like to hold the people that do the work accountable instead of the property owner who may believe they have hired a knowledgeable person. Member Boss suggested starting work on the foundational process now, and to implement administrative support when the economy changes in the future. Member D'Agostino reported that Redwood City has a voluntary compliance list of requirements that are updated annually. People are required to apply for a permit to prune or remove a tree that is greater than 12 inches in diameter, and one staff member reviews these permits.

Member Blair asked if the permit process could pay for a staff person. Member Short stated that permission is required to hire the staff person as well as how they would be paid and budget shortfalls may limit what can be done at this time. Member D'Agostino reported that Redwood City's permits are free but is being reconsidered at this time. Member Cohen discussed the different tax base in other cities and differences in other City tree ordinances. Member Cohen recommended considering an aspect that would be the most expedient to move forward. Member Short suggested discussing this topic at the Committee level. Coordinator Hui stated that she would consult with the City Attorney's Office about what would be required to install a voluntary compliance program.

Member Blair inquired if there was data available on how much the City spends on planting trees and how much money is lost when a new or smaller tree is badly pruned. It was explained that this fact could be used in order to support more protection of trees. Member Short reported that a lot of these trees are privately maintained so there are no records available. Member LeBeau stated that vendors on the Friends of the Urban Forest (FUF) referral list provide training classes and have an established relationship. Member LeBeau stated that having a

voluntary compliance list and referral page is a powerful tool. Member Boss recommended that the referral list include a certified arborist requirement.

Member Blair asked whether the Council could implement a voluntary application and approval process to save DPW the work. Coordinator Hui explained that part of her time is allocated to other programmatic work and funding would have to be made available so that she could reallocate her time to regulating the program. Member Hillan questioned the City's capability to track licenses, certifications, work records, and other legal issues involved. Member Hillan and Member Cohen were concerned about discouraging smaller excellent arborists. It was explained that recognizing certifications is important, but there is a pool of people that do excellent work without carrying the minimum insurance levels that the City is inclined to require. Member Hillan recommended that more time be spent on setting and publicizing arboricultural standards to practitioners and the public in general. It was recommended that voluntary compliance be pursued and that the City should be more aggressive in pursuing fines for bad pruning practices.

Member Cohen recommended (1) additional education surrounding good pruning techniques; (2) that DPW establish a relationship with FUF on this process since they have an existing referral list; and (3) direct people who visit the Urban Forestry Council website to the FUF referral list website. Member LeBeau inquired whether 311 was the appropriate agency to contact to report illegal pruning practices. Member Short reported that most 311 operators are trained on what to do as DPW gets service requests on a daily basis generated by 311. It was also suggested that the police non-emergency could be contacted if the illegal act is in progress. Coordinator Hui reported that she had given a presentation to 311 staff, and that a memo had been distributed to workers on the correct process. Member Blair reported that the San Francisco Tree Council also receives phone calls and had distributed an informational sheet to 311 staff.

6. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Document: Staff Report (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/StaffReport012309.doc>) (Informational Report and Discussion) Coordinator Hui

Coordinator Hui presented a staff report on topics that include: status of monthly meetings with the Mayor's Office; update on landmark tree nominations; draft of a landmark tree certificate (Explanatory Document: **Landmark Tree Certificate Draft**); Board of Supervisors sponsor to introduce landmark tree criteria to the Board of Supervisors; Urban Forestry Council vacancies and appointments; Department of the Environment's request to meet with the Planning Department to discuss the Urban Forest Plan; Green Christmas program; Arbor Day calendar and planning; and presentation to the Commission on the Environment on January 27th. Coordinator Hui reported that presenters are being sought for the Eco Resource Fair and asked the Council if they had ideas for potential presenters. Additional details can be accessed at the explanatory document link above.

Member Blair suggested that the Landmark Tree Certificate border be changed to tree leaves. Coordinator Hui reported that the Department is limited as to border design, and additional funding is not available for new designs at this time. Coordinator Hui stated that members could

send in designs that they have available for review, and a different design would be pursued once funding becomes available.

7. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The next meeting is scheduled for Thursday, February 19, 2009, 4:15 p.m. City Hall, Room 421.

Member Short reported that the Planning and Funding Committee did not meet in January because there was not a full compliment of members. Ms. Fish reported on the shortage of Committee members to reach a quorum for the February meeting. Member Short requested that the February meeting be cancelled as a result. Coordinator Hui reported that the Committee structure would have to be revised since the requirement for seven members is a quorum of members for the full Council.

Landmark Tree Committee, Chair, Mike Boss

The next meeting is scheduled for Tuesday, February 10, 2009, 4:00 p.m., City Hall, Room 421.

Member Boss reported that the Landmark Tree Committee did not meet in January because there were no trees to consider. Coordinator Hui reported that she received a lot of responses and inquiries about the Green Christmas Tree and landmark tree program article. It was stated that several people indicated that they would be working on nominations, and the McLaren Lodge potential landmark tree nomination is pending. Ms. Fish reported that the Landmark Tree Committee has a requirement for five members and that three are still active leaving two open seats to be appointed by the Chair. On the issue of advisory members serving on the Landmark Tree Committee, Coordinator Hui reported that the City Attorney's Office had advised that since the Landmark Tree Committee makes decisions that are followed by the full Council and oftentimes the Board of Supervisors, only voting members could vote on these issues.

8. Chair's Announcements: Chair, Urban Forestry Council (Information and Discussion). There were no announcements at this time.

9. New Business/Future Agenda Items. (Information and Discussion). Member Blair reported on a discussion with Supervisor Mirkarimi who requested that the relationship between the Council and Board of Supervisors be improved. It was explained that Supervisor Mirkarimi's staff receives inquiries about trees that they do not know how to answer, and it would be helpful to prepare an informational sheet on how to answer questions from the public on tree problems. Member D'Agostino reported that tree questions should go to DPW, not the Supervisor's office.

Coordinator Hui reported that the next meeting should include (1) election of Urban Forestry Council Chair and Vice Chair; (2) Committee nominations; and (3) discussion about Committee structure. Ms. Fish reported that a revision of the Committee structure would require a Bylaws amendment.

Member Cohen discussed Mr. Milne's outstanding contribution to the Council and asked what the Council can do on behalf of reinstating Mr. Milne as the Council Chair. Member Boss explained that there is a vacant seat that the Board of Supervisors has to consider and that members could influence decisions by writing a letter and appearing at a future Rules Committee meeting. Member Blair recommended lobbying for Mr. Milne and expressed her appreciation for his work and contribution.

Member LeBeau announced that the Friends of the Urban Forest would be holding an Arbor Day event on Saturday, March 7, at the International High School.

Member Boss reported on tree work that is either done or sponsored by the City of San Francisco that is damaging the urban forest canopy in the Bernal Heights neighborhood. Member Boss requested that this item be placed for discussion as a future agenda item. Member Blair commended tree work that was done in her neighborhood on Bay and Mason.

10. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

11. Adjournment. The Urban Forestry Council meeting adjourned at 11:45 a.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,

Monica Fish, Council Secretary

Approved:

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES

Friday, January 23, 2009, 10:00 a.m.
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One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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DOCUMENTS DEPT

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Order of Business

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approved
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members that were present at the meeting spoke in favor of the time change; however, Members Blair and Cohen remarked that the time change may pose a problem for City employees and the public and would like to think about what works as a whole. Member Short stated that the public would be given a chance to comment at the next meeting. A request was made to calendar this item for the February 24, 2009 meeting.

5. Creating a System to Regulate Who Should Be Able to Work on City Trees. Speaker: Member Carla Short (Discussion).

Member Short discussed the Department of Public Work's (DPW) past efforts to regulate who should have permission to work on trees that the City has jurisdiction over. It was explained that a permit process cannot be implemented because staff is not available to perform these functions at this time due to budget constraints. Member Short reported that other municipalities have created lists of approved vendors who have agreed to uphold standards, have gone through a training program, and placed on an approved list. As long as the vendors do not violate any of the guidelines, they can stay on that list. One idea noted was to implement this type of process and to publish the list of approved vendors on DPW's website; however, the City is not allowed to endorse companies at this time. Member Short stated that she is looking for a process that the Council can recommend or endorse so a list can be established of approved vendors that property owners and others can access. It was explained that property owners may hire unacceptable companies and are then issued huge fines for unacceptable tree work as a result.

Member Boss recommended initially setting regulations so the violation would be of City policy. Member Short stated that they would like to hold the people that do the work accountable instead of the property owner who may believe they have hired a knowledgeable person. Member Boss suggested starting work on the foundational process now, and to implement administrative support when the economy changes in the future. Member D'Agostino reported that Redwood City has a voluntary compliance list of requirements that are updated annually. People are required to apply for a permit to prune or remove a tree that is greater than 12 inches in diameter, and one staff member reviews these permits.

Member Blair asked if the permit process could pay for a staff person. Member Short stated that permission is required to hire the staff person as well as how they would be paid and budget shortfalls may limit what can be done at this time. Member D'Agostino reported that Redwood City's permits are free but is being reconsidered at this time. Member Cohen discussed the different tax base in other cities and differences in other City tree ordinances. Member Cohen recommended considering an aspect that would be the most expedient to move forward. Member Short suggested discussing this topic at the Committee level. Coordinator Hui stated that she would consult with the City Attorney's Office about what would be required to install a voluntary compliance program.

Member Blair inquired if there was data available on how much the City spends on planting trees and how much money is lost when a new or smaller tree is badly pruned. It was explained that this fact could be used in order to support more protection of trees. Member Short reported that a lot of these trees are privately maintained so there are no records available. Member LeBeau stated that vendors on the Friends of the Urban Forest (FUF) referral list provide training classes and have an established relationship. Member LeBeau stated that having a

voluntary compliance list and referral page is a powerful tool. Member Boss recommended that the referral list include a certified arborist requirement.

Member Blair asked whether the Council could implement a voluntary application and approval process to save DPW the work. Coordinator Hui explained that part of her time is allocated to other programmatic work and funding would have to be made available so that she could reallocate her time to regulating the program. Member Hillan questioned the City's capability to track licenses, certifications, work records, and other legal issues involved. Member Hillan and Member Cohen were concerned about discouraging smaller excellent arborists. It was explained that recognizing certifications is important, but there is a pool of people that do excellent work without carrying the minimum insurance levels that the City is inclined to require. Member Hillan recommended that more time be spent on setting and publicizing arboricultural standards to practitioners and the public in general. It was recommended that voluntary compliance be pursued and that the City should be more aggressive in pursuing fines for bad pruning practices.

Member Cohen recommended (1) additional education surrounding good pruning techniques; (2) that DPW establish a relationship with FUF on this process since they have an existing referral list; and (3) direct people who visit the Urban Forestry Council website to the FUF referral list website. Member LeBeau inquired whether 311 was the appropriate agency to contact to report illegal pruning practices. Member Short reported that most 311 operators are trained on what to do as DPW gets service requests on a daily basis generated by 311. It was also suggested that the police non-emergency could be contacted if the illegal act is in progress. Coordinator Hui reported that she had given a presentation to 311 staff, and that a memo had been distributed to workers on the correct process. Member Blair reported that the San Francisco Tree Council also receives phone calls and had distributed an informational sheet to 311 staff.

6. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Document: Staff Report (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/StaffReport012309.doc>) (Informational Report and Discussion) Coordinator Hui

Coordinator Hui presented a staff report on topics that include: status of monthly meetings with the Mayor's Office; update on landmark tree nominations; draft of a landmark tree certificate (Explanatory Document: **Landmark Tree Certificate Draft**); Board of Supervisors sponsor to introduce landmark tree criteria to the Board of Supervisors; Urban Forestry Council vacancies and appointments; Department of the Environment's request to meet with the Planning Department to discuss the Urban Forest Plan; Green Christmas program; Arbor Day calendar and planning; and presentation to the Commission on the Environment on January 27th. Coordinator Hui reported that presenters are being sought for the Eco Resource Fair and asked the Council if they had ideas for potential presenters. Additional details can be accessed at the explanatory document link above.

Member Blair suggested that the Landmark Tree Certificate border be changed to tree leaves. Coordinator Hui reported that the Department is limited as to border design, and additional funding is not available for new designs at this time. Coordinator Hui stated that members could

send in designs that they have available for review, and a different design would be pursued once funding becomes available.

7. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The next meeting is scheduled for Thursday, February 19, 2009, 4:15 p.m. City Hall, Room 421.

Member Short reported that the Planning and Funding Committee did not meet in January because there was not a full compliment of members. Ms. Fish reported on the shortage of Committee members to reach a quorum for the February meeting. Member Short requested that the February meeting be cancelled as a result. Coordinator Hui reported that the Committee structure would have to be revised since the requirement for seven members is a quorum of members for the full Council.

Landmark Tree Committee, Chair, Mike Boss

The next meeting is scheduled for Tuesday, February 10, 2009, 4:00 p.m., City Hall, Room 421.

Member Boss reported that the Landmark Tree Committee did not meet in January because there were no trees to consider. Coordinator Hui reported that she received a lot of responses and inquiries about the Green Christmas Tree and landmark tree program article. It was stated that several people indicated that they would be working on nominations, and the McLaren Lodge potential landmark tree nomination is pending. Ms. Fish reported that the Landmark Tree Committee has a requirement for five members and that three are still active leaving two open seats to be appointed by the Chair. On the issue of advisory members serving on the Landmark Tree Committee, Coordinator Hui reported that the City Attorney's Office had advised that since the Landmark Tree Committee makes decisions that are followed by the full Council and oftentimes the Board of Supervisors, only voting members could vote on these issues.

8. Chair's Announcements: Chair, Urban Forestry Council (Information and Discussion). There were no announcements at this time.

9. New Business/Future Agenda Items. (Information and Discussion). Member Blair reported on a discussion with Supervisor Mirkarimi who requested that the relationship between the Council and Board of Supervisors be improved. It was explained that Supervisor Mirkarimi's staff receives inquiries about trees that they do not know how to answer, and it would be helpful to prepare an informational sheet on how to answer questions from the public on tree problems. Member D'Agostino reported that tree questions should go to DPW, not the Supervisor's office.

Coordinator Hui reported that the next meeting should include (1) election of Urban Forestry Council Chair and Vice Chair; (2) Committee nominations; and (3) discussion about Committee structure. Ms. Fish reported that a revision of the Committee structure would require a Bylaws amendment.

Member Cohen discussed Mr. Milne's outstanding contribution to the Council and asked what the Council can do on behalf of reinstating Mr. Milne as the Council Chair. Member Boss explained that there is a vacant seat that the Board of Supervisors has to consider and that members could influence decisions by writing a letter and appearing at a future Rules Committee meeting. Member Blair recommended lobbying for Mr. Milne and expressed her appreciation for his work and contribution.

Member LeBeau announced that the Friends of the Urban Forest would be holding an Arbor Day event on Saturday, March 7, at the International High School.

Member Boss reported on tree work that is either done or sponsored by the City of San Francisco that is damaging the urban forest canopy in the Bernal Heights neighborhood. Member Boss requested that this item be placed for discussion as a future agenda item. Member Blair commended tree work that was done in her neighborhood on Bay and Mason.

10. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

11. Adjournment. The Urban Forestry Council meeting adjourned at 11:45 a.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,

Monica Fish, Council Secretary

Approved: February 24, 2009



SF Environment

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02-02-09A10-12 RCVE

**GOVERNMENT
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GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF FEBRUARY 24, 2009, 5:30 P.M.
CITY HALL, ROOM 416**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article III – Urban Forestry Council Section 1 and Article VI – Meetings, Sections 1 and 5. The sections that are proposed for amendment will amend the Council membership number, quorum requirements, and Urban Forestry Council meeting start times and will read as follows:

Article III – Urban Forestry Council

Section 1: Number

Council members will represent the full range of urban forest stakeholders including city agencies, non- profit organizations, tree management organizations, and community members. The Council shall be composed of eleven voting members and four advisory members. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Article VI – Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of the voting membership shall constitute a quorum. The affirmative vote of a majority of the voting members shall be required for the approval of any matter. Therefore, based on the original membership of eleven voting members, six members constitute a quorum. Likewise, six affirmative votes are required for the approval of any matter.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 8:30 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 6:00 p.m. at City Hall, Room 416 beginning in March 2009. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

This is to certify that the above notice was issued and posted on February 2, 2009.

Monica Fish, Commission Secretary

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org





GAVIN NEWSOM, MAYOR
DAVID ASSMANN, ACTING DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

2-18-09A11143 CCVD

Regular Meeting Notice and Agenda

**GOVERNMENT
DOCUMENTS DEPT**

**Tuesday, February 24, 2009 at 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

FEB 18 2009

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Council Members: Carolyn Blair, Mike Boss, Jocelyn Cohen, Maria D'Agostino, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Carla Short (San Francisco Department of Public Works) and Kelaine Vargas (1 Vacant); **Advisory Members:** Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui **Commission Secretary:** Monica Fish

**Public comment will be taken before the Council takes action on any item.
Order of Business**

- 1. Call to Order and Roll Call.**
- 2. Adoption of Minutes of the January 23, 2009 Urban Forestry Council Regular Meeting.** (Explanatory Document: January 23, 2009 Draft Minutes (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=98272) (Discussion and Action)
- 3. Nomination and Election of Council Chair and Vice-Chair.** (Discussion and Action)
- 4. Consideration and Approval of Amendments to the Urban Forestry Council Bylaws to change the meeting times, number of Council members, and quorum requirements.** (Explanatory Documents: Notice of Proposed Amendment to Bylaws and Draft Resolution Amending Bylaws) (Discussion and Action)
- 5. Urban Forestry Council Committee Structure and Selection of Members.** Sponsor and Speakers: Members Boss and Short (Discussion and Action)
- 6. Annual Review and Approval of Resolution Adopting the Recommended Street Tree List for 2009.** (Explanatory Documents: Draft Resolution and Recommended Street Tree List) (Discussion and Action)
- 7. Recommendations for Improvements to the Urban Forestry Council Website.** Sponsor and Speaker; Member Blair (Discussion and Possible Action)
- 8. Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

**11 Grove Street, San Francisco, California 94102
www.sfenvironment.com**

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

9. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The next meeting is scheduled for Thursday, March 19, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Committee, Chair, Mike Boss

The next meeting is scheduled for Tuesday, March 10, 2009, 4:00 p.m. at City Hall, Room 421.

10. Chair's Announcements: Chair, Urban Forestry Council (Information and Discussion)

11. New Business/Future Agenda Items. (Information and Discussion).

12. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

13. Adjournment.

The next meeting of the Urban Forestry Council is scheduled for Friday, March 27, 2009, time to be determined, in Room 400, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Council's meeting agenda and minutes link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Urban Forestry Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Council and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: February 18, 2009





SF Environment

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GAVIN NEWSOM

Mayor

DAVID ASSMANN

Acting Director

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF FEBRUARY 24, 2009, 5:30 P.M.
CITY HALL, ROOM 416**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article III – Urban Forestry Council Section 1 and Article VI – Meetings, Sections 1 and 5. The sections that are proposed for amendment will amend the Council membership number, quorum requirements, and Urban Forestry Council meeting start times and will read as follows:

Article III – Urban Forestry Council

Section 1: Number

Council members will represent the full range of urban forest stakeholders including city agencies, non- profit organizations, tree management organizations, and community members. The Council shall be composed of eleven voting members and four advisory members. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Article VI – Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of the voting membership shall constitute a quorum. The affirmative vote of a majority of the voting members shall be required for the approval of any matter. Therefore, based on the original membership of eleven voting members, six members constitute a quorum. Likewise, six affirmative votes are required for the approval of any matter.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 8:30 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 6:00 p.m. at City Hall, Room 416 beginning in March 2009. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

This is to certify that the above notice was issued and posted on February 2, 2009.

Monica Fish, Commission Secretary

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

1 [Amendment of Urban Forestry Council Bylaws]

2
3 **Resolution amending the Urban Forestry Council's Bylaws to amend the Council**
4 **membership number, quorum requirements, and Urban Forestry Council meeting start times.**

5 WHEREAS, The Urban Forestry Council at its February 24, 2009 meeting considered
6 and approved amending the Council membership number as legislated by Ordinance 0210-
7 08, amending meeting start times of the Urban Forestry Council Friday meetings to 8:30 a.m.
8 and Tuesday meetings to 6:00 p.m., and quorum requirements to six members; now,
9 therefore, be it

10 RESOLVED, The Urban Forestry Council voted to approve amendments to its Bylaws
11 Article III and VI to read as follows:

12 **Article III – Urban Forestry Council**

13 Section 1: Number

14 Council members will represent the full range of urban forest stakeholders including
15 city agencies, non-profit organizations, tree management organizations, and community
16 members. The Council shall be composed of eleven voting members and four advisory
17 members. City Department Heads, the Board of Supervisors and the Mayor appoint council
18 members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

19 **Article VI – Meetings**

20 Section 1: Quorum

21 At all meetings of the Council, the presence of a majority of the voting membership
22 shall constitute a quorum. The affirmative vote of a majority of the voting members shall be
23 required for the approval of any matter. Therefore, based on the original membership of
24 eleven voting members, six members constitute a quorum. Likewise, six affirmative votes are
25 required for the approval of any matter.

1 Section 5: Meetings

2 Regular meetings shall be held monthly on the fourth Friday of January, March, May,
3 July, September and the second Friday in December at 8:30 a.m. at City Hall, Room 400 and
4 on the 4th Tuesday in February, April, June, August, and October at 6:00 p.m. at City Hall,
5 Room 416 beginning in March 2009. No regular meeting shall be scheduled for November.
6 This information shall be posted on the Department of Environment's website.

7
8 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular
9 Meeting on February 24, 2009.

10 _____
11 *Monica Fish, Council Secretary*

12 VOTE:

13 Ayes:

14 Noes:

15 Absent:

[San Francisco Street Tree Recommendations List]**Resolution adopting the San Francisco Street Tree Recommendations List for 2009.**

WHEREAS, The San Francisco Street Tree Recommendations List was developed to improve coordination of urban forest through the following actions: (1) to reconcile the recommended street tree lists of the two major tree planting organizations, the Department of Public Works and the Friends of the Urban Forest; (2) to increase the diversity of the urban forest by considering new or under utilized street tree species; and (3) to serve as a single source of information to eventually develop materials for public education regarding street tree planting; and

WHEREAS, The Street Tree Recommendations List is a collaborative effort between the Urban Forestry Council, Friends of the Urban Forest, and the Department of Public Works Bureau of Urban Forestry to achieve the three actions listed above; and

WHEREAS, The next phase will be to continually make adjustments to the Street Tree Recommendations List based on performance of existing species listed and evaluation of new proposals or introductions and to develop a reference of species characteristics and cultural requirements for the public; and

RESOLVED, The Urban Forestry Council at their February 24, 2009 meeting reviewed and adopted the 2009 Street Tree Recommendations List that is attached to this Resolution.

I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on February 24, 2009.

Monica Fish, Council Secretary

VOTE: Approved (-) (Absent)

Ayes:

Noes:

San Francisco Street Tree Species List – a collaboration with San Francisco Bureau of Urban Forestry and Friends of the Urban Forest

Disclaimer: These lists contain trees that can work as sidewalk trees in San Francisco. Every planting site has unique conditions. A lot of factors go into choosing a tree. This list can help you decide but should not be used without the help of a tree professional.

List A: Species that perform well in many locations in San Francisco

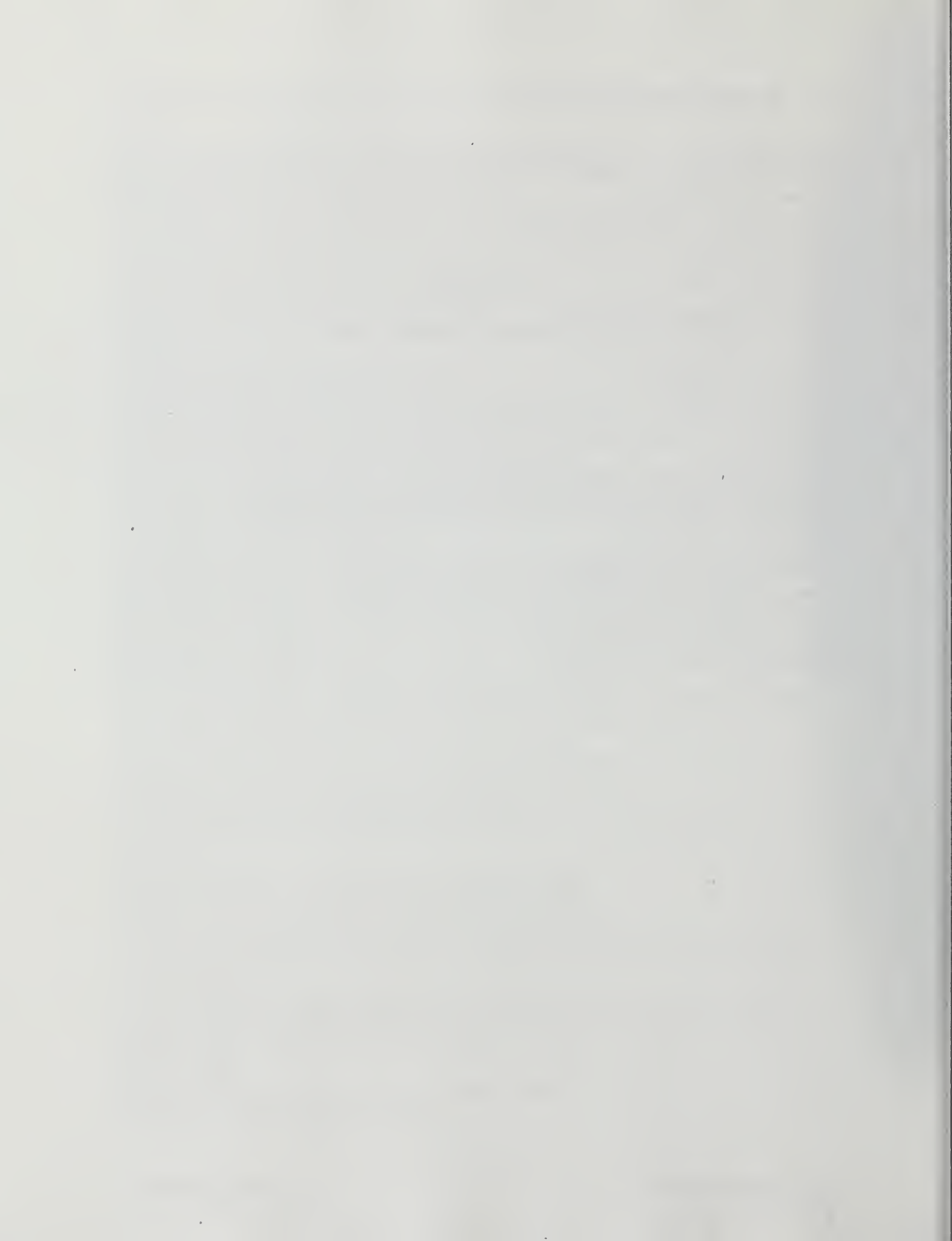
Arbutus x 'Marina'
Callistemon citrinus
Callistemon viminalis
Cordyline australis
Eriobotrya deflexa
Ginkgo biloba 'Autumn Gold', 'Saratoga'
Lagunaria patersonii
Lophostemon confertus (formerly Tristania conferta)
Magnolia grandiflora 'Sam Sommers,' 'St. Mary,' 'Majestic Beauty,' 'Little Gem'
Melaleuca linarifolia
Melaleuca quinquenervia
Metrosideros excelsus
Olea europaea
Pittosporum undulatum
Platanus x acerifolia 'Bloodgood,' 'Yarwood,'
Prunus cerasifera 'Krauter Vesuvius'
Prunus serrulata 'Kwanzan'
Pyrus calleryana 'Aristocrat' or 'Chanticleer'
Pyrus kawakamii
Trachycarpus fortunei
Tristaniopsis laurina
Tristaniopsis laurina 'Elegant'
Ulmus parvifolia
Washingtonia robusta

List B: Species that perform well in certain locations, with special considerations, as noted

Acacia baileyana 'Purpurea' – fast growing, high maintenance
Acer buergeranum – prefers heat, wind protection
Acer rubrum – prefers heat, wind protection
Aesculus carnea – gets windburn easily in summer even in protected sites
Celtis sinensis – prefers heat, wind protection, uneven performer
Ceratonia siliqua – needs large space, good drainage
Corymbia ficifolia – needs lots of sidewalk space
Crataegus phaenopyrum – subject to insect pests, has thorns, possibly susceptible to fireblight
Crataegus laevigata – needs wind protection
Cupaniopsis anacardioides – uneven performer, needs heat, wind protection
Eucalyptus nicholii – needs space, fast growing, high maintenance
Eucalyptus polyanthemus – needs space, fast growing, high maintenance
Geijera parvifolia – prefers heat, wind protection
Gleditsia triacanthos 'Shademaster' – fast growing, prefers heat, wind protection
Hymenosporum flavum – uneven performer, prefers heat, wind protection, good drainage, does well when protected from wind
Jacaranda mimosifolia – uneven performer, prefers heat, wind protection, good drainage
Koeleruteria paniculata – uneven performer, prefers heat, wind protection
Laurus nobilis 'Saratoga' – uneven performer, prefers heat, wind protection, gets pests
Leptospermum laevigatum – roots poorly, needs staking for many years, or even permanent metal staking
Liquidambar styraciflua – needs space for canopy and roots
Liriodendron tulipifera – uneven performer, gets pests, prefers heat and wind protection
Lyonothamnus floribundus asplenifolius – prefers heat, wind protection
Magnolia grandiflora 'Russet' – large cultivar, needs space
Maytenus boaria – needs space for roots, produces many suckers
Melaleuca ericifolia – roots poorly, needs staking for many years
Melaleuca styphelioides – prickly and can root poorly
Michelia doltsopa – uneven performer, very slow grower, prefers heat and wind protection
Phoenix dactylifera – needs space due to height and width
Phoenix canariensis – needs space due to height and width
Pistacia chinensis 'Keith Davey' – prefers heat, wind protection
Pittosporum crassifolium – best for narrow sidewalks in foggy and windy areas. Can leak sap from trunk.
Podocarpus gracilior – gets pests, better as a shrub
Quercus agrifolia – uneven performer, prefers heat, wind protection, good drainage
Quercus suber - needs space, good for medians
Rhus lancea
Syagrus romanzoffianum – needs heat, wind protection
Tilia cordata –needs space, may sucker.

List C: Species that need further evaluation

Acer x freemanii
Brachychiton populneum – prefers heat, wind protection
Carpinus betulus ‘Fastigiata’
Chorisia speciosa – prefers heat, wind protection
Corylus colurna, Turkish hazel
Elaeocarpus decipiens
Ginkgo biloba ‘Princeton Sentry’ – more upright form
Magnolia soulangeana ‘Rustica Rubra’
Michelia champaca – needs wind protection, prefers heat, clay soil
Platanus x acerifolia ‘Columbia’
Pittosporum rhombifolium
Pittosporum eugeniioides
Prunus lyonii
Prunus ilicifolia
Quercus frainetto ‘Forest Green’, Italian Oak
Quercus ilex – needs wind protection, sidewalk space, gets powdery mildew
Quercus phellos (Willow oak)
Schinus molle – prefers heat
Sorbus aucuparia (or other species)
Ulmus parvifolia x carpinifolia ‘Frontier’
Ulmus wilsoniana ‘Prospector’
Ulmus japonica x wilsoniana ‘Accolade’
Zelkova serrata – needs space, warmth



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

Tuesday, February 24, 2009, 5:30 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Order of Business

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1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 5:32 p.m. Voting Members Present: Members Blair, Boss, Cohen, D'Agostino (5:45), Hillan, Rodgers, Sherk, Short and Vargas; Voting Members Excused: Members LeBeau; (1 Vacant); Advisory Member Present: Member Sustarich; Advisory Member Excused: Member Nervo. Member Boss was Acting Chair for this meeting and welcomed Member Vargas, the newest member to the Council. Member Boss also reported that the Rules Committee has appointed Terry Milne to the Council and his nomination is tentatively scheduled to be heard at the Board of Supervisors meeting on March 3.
 2. **Adoption of Minutes of the January 23, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Cohen and second by Member Short, the January 23, 2009 Meeting Minutes were approved without objection (Absent: Member D'Agostino and LeBeau) (Explanatory Document: January 23, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=98272). Member Cohen stated that she prefers the longer minutes that were prepared before the reduction of staff time for this effort.
 3. **Nomination and Election of Council Chair and Vice-Chair.** (Discussion and Action) Upon Motion by Member Hillan and second by Member Blair, nomination and election of Chair and Vice-Chair was continued to the March 27, 2009 meeting when full Council membership has been selected.
 4. **Consideration and Approval of Amendments to the Urban Forestry Council Bylaws to change the meeting times, number of Council members, and quorum requirements.** (Explanatory Documents: Notice of Proposed Amendment to Bylaws http://sfgov.org/site/sfenvironment_page.asp?id=97841, Approved Resolution Amending Bylaws, and Amended Bylaws 022409) (Discussion and Action). Ms. Fish reported that the Bylaws notice was issued, posted, and distributed to Council Members and the public as required by the Council Bylaws Article XI at least ten days before today's meeting. The proposed amendments would reflect the Council's membership and quorum requirements based on amendments made to the Urban Forestry Council Ordinance, Article 12 of the Environment Code and would change the Council's Friday meeting start times to 8:30 a.m. and the Tuesday meeting start times to 6:00 p.m. as requested.

Member Rodgers inquired about setting meeting ending times and meeting room availability. Ms. Fish reported that there is no additional group scheduled for a meeting after 5:00 p.m. for the Tuesday meeting and would check the Friday meeting schedule to see how long the meeting room would be available. Member Blair cited her reasons for opposition to the Friday morning time change which included attaining quorum requirements and the possibility that City officials and members of the public would not be able to attend at that time. Coordinator Hui explained that presentations could be scheduled later in the meeting to accommodate the work

schedules of speakers. Members Sherk and Sustarich reported that they would also prefer the Friday meeting time to remain at 10:00 a.m. Member Cohen stated that it is important to select whatever works best for the Council and the public. Members Hillan and Short spoke in support of the meeting time change and stated that even though one Council member requested the time change, many of the Council members support the request. Other Council members in attendance reported that they could accommodate either meeting times. Members Blair, Boss, and Hillan requested that meetings starting at 6:00 p.m. adjourn by 8:00 p.m.

Public Comment: Mr. Terry Milne stated that consideration should be given to how the Council's interaction with the public would be fostered by the meeting time chosen.

Upon Motion by Member Hillan and second by Member D'Agostino, Resolution File No. 2009-01-UFC was approved--Friday meetings would convene at 8:30 a.m. and Tuesday meetings would convene at 6:00 p.m. (AYES: Members Boss, Cohen, D'Agostino, Hillan, Rodgers, Short, and Vargas; NOES: Members Blair and Sherk; Absent: Member LeBeau; One Vacant). (Explanatory Document: Approved Resolution No. 001-09-UFC Amending Bylaws)

5. Urban Forestry Council Committee Structure and Selection of Members. Sponsor and Speakers: Members Boss and Short (Discussion and Action)

Member Boss reported that legal opinion indicated that only voting members of the Council can be voting members of the Committee and as a result, the Committee structure would have to be reviewed again because of the Council's new membership composition. Member Boss recommended that this agenda item be voted on at the next meeting once the full Council is configured. Members discussed whether it would be valuable to retain a Landmark Tree Committee to evaluate trees or to streamline the process for members of the public and consider the expense of the City by reducing the number of meetings and holding a hearing at the full Council only.

Member Hillan discussed the value of holding Landmark Tree hearings at the Committee level as a way to minimize what is done at the Council level. Member Rodgers recommended that more work be done at the Council level during the time of the City's budget difficulties but suggested that other committees be cut before the Landmark Tree Committee as it adds value to her decision to landmark trees. Member Cohen discussed the amount of detail that is discussed at the Committee level and how it saves time at the Council level. It was explained that the Committees play an important role, and expressed her concern when infrastructure is pulled away and has to be rebuilt. Member Hillan suggested that Committee attendees could be responsible for producing meeting minutes to relieve staff of the effort. Member Boss recommended holding Landmark Tree meetings only when trees are to be considered. Ms. Fish recommended changing the Landmark Tree Committee to an Ad Hoc Committee to meet as required so cancelled meeting notices would not have to be posted. Coordinator Hui explained that the Bylaws would have to be amended to support this change. Member Rodgers reported that meetings that are not regularly scheduled would require a longer noticing period and asked staff to report back on these requirements at the next meeting.

Member Short requested a report on whether the Planning and Funding Committee could include non-voting members. A discussion was held on the feasibility of the Planning and Funding Committee turning into a Working Group and legal requirements for posting agendas,

recording minutes, meeting, and quorum requirements. Member Short reported that the Planning and Funding Committee has been unable to meet because of its current membership and changes to the Council composition and that would continue until this issue has been resolved. Member Rodgers recommended drafting Bylaws to support the proposal discussed today to be considered at the March 27, 2009 meeting and if required, the Council could propose amendments.

This agenda item was continued to the March 27, 2009 meeting for discussion and possible action. A Bylaws Amendment Notice would be published before the next meeting.

6. Annual Review and Approval of Resolution Adopting the Recommended Street Tree List for 2009. (Explanatory Documents: Draft Resolution and Recommended Street Tree List)
(Discussion and Action)

Coordinator Hui reported that the Council's Bylaws require review and adoption of a Recommended Street Tree List annually. It was explained that the first time the Recommended Street Tree List was adopted was in 2006 and that no revisions have been made since that time. Member Short reported that Council Member Emeritus Larry Costello spearheaded the effort to create the list, and a working group of Mr. Doug Wildman, Friends of the Urban Forest, and Member Short sent the list to a number of other groups and arborists for feedback, and the Planning Committee recommended adopting it to the full Council. Member Short reported that the idea was to unify recommendations made primarily by the City and Friends of the Urban Forest, the two primary tree planting agencies.

Member Sherk stated that she is interested in seeing more California native trees added to the list. Member Blair asked if the lemon scented eucalyptus on Mission and Sixteenth could be added to the list. Member Cohen recommended adding an "N" for native tree by the particular tree to help identify the native trees on the list. Member Boss stated that the list could be adopted for this year and additions could be recommended for adoption next year.

Public Comment: Mr. Richard Ingraham stated that at one time he was a Professor Emeritus of Biology, Genetics. Mr. Ingraham reported that a neighbor planted a large tree that obstructed his view, and discussed the 1990 tree plan that called for small and medium size trees to be planted with open canopies. Mr. Ingraham recommended visiting the Botanical Gardens for tree recommendations but indicated that there is no perfect street tree, and there would be a lot of work for arborists in future years. It was recommended that consideration be given to future generations of trees and to not limit selection to what is only available in this area. It was also explained that there are trees available with genetic engineering that could be introduced. Mr. Ingraham reported that he has created a collection of books that he is going to give to University of California as a resource about the merits and demerits of trees and stated that when a resident plants a tree they should be knowledgeable of what that it is going to entail in the future. Mr. Ingraham would be giving a talk in Glen Park about street trees. Member Boss recommended that Mr. Ingraham submit a list of trees that he would recommend that could be considered for inclusion in the list for next year.

Upon Motion by Member Short, and second by Member Cohen, the Resolution 002-09-UFC adopting the Recommended Street Tree List for 2009 was approved. Member Short suggested that the Planning and Funding Working Group or Committee discuss revisions at a future

meeting. ((**AYES: Members Blair, Boss, Cohen, D'Agostino, Hillan, Rodgers, Short, and Vargas; Absent: Members LeBeau and Sherk; One Vacant**)

7. Recommendations for Improvements to the Urban Forestry Council Website. Sponsor and Speaker: Member Blair (Discussion and Possible Action)

Member Blair reported that the Urban Forestry Council is listed under Policy on the Department of the Environment's website, and even though the Council creates policy, it is also an advisory council that offers valuable educational tools in order to improve the urban forest. It was explained that the website should be a user-friendly resource and a quick reference to answer frequently answered questions for the public, City departments, officials, and the Board of Supervisors. The public's number one question is about cost, who is responsible for uplifted sidewalks, and who is responsible for pruning, trimming trees, and tree planting.

Member Blair reported that Mr. Lawrence Grodeska, Internet Communications Coordinator for the Department of the Environment, stated that the website organization is designed to showcase the environmental programs of San Francisco and provide information on how San Francisco residents and businesses can participate in those programs. Consequently, in promoting these programs there is not much web content that is strictly educational, and he looks forward to hearing recommendations.

Member Blair stated that she finds it difficult to find information on the Council's website that readily offers the public and City officials more of a quick reference to public education and frequently asked questions. It was suggested that the Board of Supervisors also be provided with a hard copy of relevant information. Member Blair stated that she felt that the Department of Public Work's website is well handled for the most part, and that Redwood City's website has a quick link to frequently asked questions.

Coordinator Hui reported that she had spoken to Mr. Grodeska and it was explained that there are defined ways to interact with the website. The website is built so content changes can be recommended as opposed to structure changes. Member Short explained that all questions that Member Blair would like answered falls under DPW jurisdiction and some are well addressed and some are not. DPW is working on a frequently asked questions page and it makes sense for the Department of the Environment to link to that site from the Council's webpage. It was explained that having too much duplication on each site does not make sense. Member Short stated that based on the number of calls received from most City agencies and the Board of Supervisors, they start with DPW for questions and if DPW is not the right resource for street trees, they are directed to the right agency.

Member D'Agostino reported that a link to DPW's website would be useful on the Recreation and Park Department's website since they also receive questions about trees frequently. Coordinator Hui reported that the Department of the Environment's website contains a link to the DPW website. Member Blair reported that one of the Supervisor's aides accessed Canada's site to find a list of the benefits of trees instead of accessing the City sites and stated that the website is not user-friendly and hopes for improvements. Coordinator Hui asked Member Blair to prepare specific suggestions for Mr. Grodeska to address.

8. Staff Report. Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related

activities. (Explanatory Document: Staff Report Distributed in Council meeting) (Informational Report and Discussion)

Coordinator Hui distributed a staff report at the Council meeting and provided updates on:

- Status of the monthly meeting held with the Mayor's Office Director of Greening today;
- Mr. Milne was recommended for appointment to the Council by the Rules Committee and his appointment would be voted on by the Board of Supervisors at their next meeting;
- Proposed landmark tree nomination for the California Buckeye was heard at the Board of Supervisors Committee yesterday and should go to the full Board next week and become a landmark within two weeks;
- Discussed the recyclability content of paper that has been secured for the landmark tree certificate;
- Landmark tree criteria revisions were introduced two weeks ago at the Board of Supervisors and is on the agenda for today's meeting,
- The New York City restoration project has consulted Coordinator Hui on San Francisco's landmark tree program to be used as a model for their landmark tree program;
- The owner of the Landmark Tree Monterey Cypress located at 2626 Vallejo Street reported on potential root damage to the tree from new construction that her neighbor is proposing. Coordinator Hui reported on DPW's work to resolve the issue;
- The Better Streets Plan has posted feedback received on the Plan on their website and is moving forward with an Environmental Review. The Council has not made comments to post on this plan. Discussion of this item was recommended for next month's meeting;
- Arbor Day Planning meetings have been completed and presenters for the Resource Fair are being sought;
- Urban Forest Art Projects, and
- Submission of grant applications for funding to support the San Francisco Tree Map project and planting fruit trees in private backyards or other privately maintained areas

Additional details can be accessed at the explanatory document link above.

Member Blair stated that the Tenderloin National Forest, a non-profit organization, may be interested in accessing fruit trees for planting and may be interested in participating in the Resource Fair. Member Cohen inquired about discussions with the Mayor's Office and reported that she could make available a book that talks about every feature of every sustainable recycled paper that is available for the landmark tree certificate. Coordinator Hui reported that she would print the certificate on three types of paper that she would have the Council review next month.

Coordinator Hui reported that the discussions with the Mayor's Director of Greening included the Urban Forest Art Projects, scheduling a meeting on the Urban Forest Plan with the Department of the Environment and the Planning Department in order to move the Plan forward, and Arbor Day planning. Member Cohen reported on her concern with the health of the sycamore trees planted in front of the Civic Center that Coordinator Hui indicated she would provide a report on at the next meeting. Member Blair recommended emphasizing preservation and protection of existing trees as a topic for the Urban Forest Art Project.

Member Cohen requested the Council's participation on a pilot site for a pocket park garden being planned for Arbor Day. It was explained that there will be collaboration with the PTA at Sunset Elementary School and there are plans for a demonstration garden, removing concrete, and doing understory sidewalk pocket park garden work. Member Cohen asked members for their involvement with planting and pruning, and indicated there would be a good opportunity for publicity surrounding best practices for street trees.

Public Comment: Mr. Terry Milne stated that the meeting with the Mayor's Office was mostly informative on topics that Coordinator Hui had summarized.

9. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

Committee Chair Short reported that the Committee has not been meeting because of a lack of members. The next meeting is scheduled for Thursday, March 19, 2009, 4:15 p.m. at City Hall, Room 421. This meeting would be cancelled because of a lack of Committee membership.

Landmark Tree Committee, Chair, Mike Boss. Committee Chair Boss reported that the Committee has not been meeting because there have not been trees to consider.

The next meeting is scheduled for Tuesday, March 10, 2009, 4:00 p.m. at City Hall, Room 421.

10. Chair's Announcements: Chair, Urban Forestry Council (Information and Discussion). There were no announcements made at this time.

11. New Business/Future Agenda Items. (Information and Discussion). Coordinator Hui recommended Council input into the Better Streets Plan for discussion at the next meeting. Member Blair reported that the San Francisco Tree Council has been attending Mt. Sutro meetings and expressed her concern with a proposal to clear or thin most of the forest. Member Blair stated that she would recommend this issue as a future agenda item. Member Vargas requested introduction of new members as a future agenda item.

12. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

13. Adjournment. The Urban Forestry Council meeting adjourned at 7:28 p.n.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES**

Tuesday, February 24, 2009, 5:30 p.m.
City Hall, Room 416
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San Francisco, CA 94102

Order of Business

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1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 5:32 p.m. Voting Members Present: Members Blair, Boss, Cohen, D'Agostino (5:45), Hillan, Rodgers, Sherk, Short and Vargas; Voting Members Excused: Members LeBeau; (1 Vacant); Advisory Member Present: Member Sustarich; Advisory Member Excused: Member Nervo. Member Boss was Acting Chair for this meeting and welcomed Member Vargas, the newest member to the Council. Member Boss also reported that the Rules Committee has appointed Terry Milne to the Council and his nomination is tentatively scheduled to be heard at the Board of Supervisors meeting on March 3.
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Member Boss reported that legal opinion indicated that only voting members of the Council can be voting members of the Committee and as a result, the Committee structure would have to be reviewed again because of the Council's new membership composition. Member Boss recommended that this agenda item be voted on at the next meeting once the full Council is configured. Members discussed whether it would be valuable to retain a Landmark Tree Committee to evaluate trees or to streamline the process for members of the public and consider the expense of the City by reducing the number of meetings and holding a hearing at the full Council only.

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This agenda item was continued to the March 27, 2009 meeting for discussion and possible action. A Bylaws Amendment Notice would be published before the next meeting.

6. Annual Review and Approval of Resolution Adopting the Recommended Street Tree List for 2009. (Explanatory Documents: Draft Resolution and Recommended Street Tree List <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StreetTreeReccomendationresolutionondraft.doc>) (Discussion and Action)

Coordinator Hui reported that the Council's Bylaws require review and adoption of a Recommended Street Tree List annually. It was explained that the first time the Recommended Street Tree List was adopted was in 2006 and that no revisions have been made since that time. Member Short reported that Council Member Emeritus Larry Costello spearheaded the effort to create the list, and a working group of Mr. Doug Wildman, Friends of the Urban Forest, and Member Short sent the list to a number of other groups and arborists for feedback, and the Planning Committee recommended adopting it to the full Council. Member Short reported that the idea was to unify recommendations made primarily by the City and Friends of the Urban Forest, the two primary tree planting agencies.

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Public Comment: Mr. Richard Ingraham stated that at one time he was a Professor Emeritus of Biology, Genetics. Mr. Ingraham reported that a neighbor planted a large tree that obstructed his view, and discussed the 1990 tree plan that called for small and medium size trees to be planted with open canopies. Mr. Ingraham recommended visiting the Botanical Gardens for tree recommendations but indicated that there is no perfect street tree, and there would be a lot of work for arborists in future years. It was recommended that consideration be given to future generations of trees and to not limit selection to what is only available in this area. It was also explained that there are trees available with genetic engineering that could be introduced. Mr. Ingraham reported that he has created a collection of books that he is going to give to University of California as a resource about the merits and demerits of trees and stated that when a resident plants a tree they should be knowledgeable of what that it is going to entail in the future. Mr. Ingraham would be giving a talk in Glen Park about street trees. Member Boss recommended that Mr. Ingraham submit a list of trees that he would recommend that could be considered for inclusion in the list for next year.

Upon Motion by Member Short, and second by Member Cohen, the Resolution 002-09-UFC adopting the Recommended Street Tree List for 2009 (PDF)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Res002-09-UFCAdoptStreetTreeRecommendationsList.pdf> was approved.

Member Short suggested that the Planning and Funding Working Group or Committee discuss revisions at a future meeting.

((AYES: Members Blair, Boss, Cohen, D'Agostino, Hillan, Rodgers, Short, and Vargas; Absent: Members LeBeau and Sherk; One Vacant))

7. Recommendations for Improvements to the Urban Forestry Council Website. Sponsor and Speaker: Member Blair (Discussion and Possible Action)

Member Blair reported that the Urban Forestry Council is listed under Policy on the Department of the Environment's website, and even though the Council creates policy, it is also an advisory council that offers valuable educational tools in order to improve the urban forest. It was explained that the website should be a user-friendly resource and a quick reference to answer frequently answered questions for the public, City departments, officials, and the Board of Supervisors. The public's number one question is about cost, who is responsible for uplifted sidewalks, and who is responsible for pruning, trimming trees, and tree planting.

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that the website is not user-friendly and hopes for improvements. Coordinator Hui asked Member Blair to prepare specific suggestions for Mr. Grodeska to address.

8. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Document: Staff Report Distributed in Council meeting (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffRept.doc>) (Informational Report and Discussion)

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- Status of the monthly meeting held with the Mayor's Office Director of Greening today;
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Additional details can be accessed at the explanatory document link above.

Member Blair stated that the Tenderloin National Forest, a non-profit organization, may be interested in accessing fruit trees for planting and may be interested in participating in the Resource Fair. Member Cohen inquired about discussions with the Mayor's Office and reported that she could make available a book that talks about every feature of every sustainable recycled paper that is available for the landmark tree certificate. Coordinator Hui reported that she would print the certificate on three types of paper that she would have the Council review next month.

Coordinator Hui reported that the discussions with the Mayor's Director of Greening included the Urban Forest Art Projects, scheduling a meeting on the Urban Forest Plan with the Department of the Environment and the Planning Department in order to move the Plan forward, and Arbor

Day planning. Member Cohen reported on her concern with the health of the sycamore trees planted in front of the Civic Center that Coordinator Hui indicated she would provide a report on at the next meeting. Member Blair recommended emphasizing preservation and protection of existing trees as a topic for the Urban Forest Art Project.

Member Cohen requested the Council's participation on a pilot site for a pocket park garden being planned for Arbor Day. It was explained that there will be collaboration with the PTA at Sunset Elementary School and there are plans for a demonstration garden, removing concrete, and doing understory sidewalk pocket park garden work. Member Cohen asked members for their involvement with planting and pruning, and indicated there would be a good opportunity for publicity surrounding best practices for street trees.

Public Comment: Mr. Terry Milne stated that the meeting with the Mayor's Office was mostly informative on topics that Coordinator Hui had summarized.

9. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

Committee Chair Short reported that the Committee has not been meeting because of a lack of members. The next meeting is scheduled for Thursday, March 19, 2009, 4:15 p.m. at City Hall, Room 421. This meeting would be cancelled because of a lack of Committee membership.

Landmark Tree Committee, Chair, Mike Boss. Committee Chair Boss reported that the Committee has not been meeting because there have not been trees to consider.

The next meeting is scheduled for Tuesday, March 10, 2009, 4:00 p.m. at City Hall, Room 421.

10. Chair's Announcements: Chair, Urban Forestry Council (Information and Discussion). There were no announcements made at this time.

11. New Business/Future Agenda Items. (Information and Discussion). Coordinator Hui recommended Council input into the Better Streets Plan for discussion at the next meeting. Member Blair reported that the San Francisco Tree Council has been attending Mt. Sutro meetings and expressed her concern with a proposal to clear or thin most of the forest. Member Blair stated that she would recommend this issue as a future agenda item. Member Vargas requested introduction of new members as a future agenda item.

12. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

13. Adjournment. The Urban Forestry Council meeting adjourned at 7:28 p.n.

Urban Forestry Council
February 24, 2009 Approved Meeting Minutes
Page 7

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved: March 27, 2009



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF MARCH 27, 2009, 8:30 A.M.
CITY HALL, ROOM 400**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article VI – Meetings, Section 6 to change the special meeting notice requirement to 72 hours and Article VIII – Committees, Sections 4, 5 and 6 to change Committee structure requirements. The Bylaws will now read as follows:

Article VI - Meetings

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 72 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Article VIII – Committees

Section 4: Standing Committees

The Council shall have one standing (1) Planning and Funding Committee and one Ad Hoc committee (2) called the Landmark Tree Committee. The Landmark Tree Committee shall have five members and will meet at a location to be announced with a notice posted at least fifteen days before the meeting. The Planning and Funding Committee shall have five members and shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. A notice and agenda will be posted at least 72 hours before the meeting. This information shall be posted on the Department of the Environment's website.

GOVERNMENT
DOCUMENTS DEPT

MAR 10 2009

03-10-09A11.21 RC

11 Grove Street, San Francisco, California 94102
www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

SAN FRANCISCO
PUBLIC LIBRARY

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at the scheduled meeting as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

This is to certify that the above notice was issued and posted on March 4, 2009.



Monica Fish, Commission Secretary



SF Environment



GAVIN NEWSOM, MAYOR
DAVID ASSMANN, ACTING DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

03-24-09A11:48 RCVD

Regular Meeting Notice and Agenda

**GOVERNMENT
DOCUMENTS DEPT**

**Friday, March 27, 2009 at 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

MAR 24 2009

**SAN FRANCISCO
PUBLIC LIBRARY**

Council Members: Carolyn Blair, Mike Boss, Jocelyn Cohen, Maria D'Agostino, Malcolm Hillan, Naomi LeBeau, Terry Milne, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Carla Short (San Francisco Department of Public Works), and Kelaine Vargas; **Advisory Members:** Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui **Commission Secretary:** Monica Fish

**Public comment will be taken before the Council takes action on any item.
Order of Business**

- 1. Call to Order and Roll Call.**
- 2. Adoption of Minutes of the February 24, 2009 Urban Forestry Council Regular Meeting.** (Explanatory Document: February 24, 2009 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=100405) (Discussion and Action)
- 3. Election of Council Chair and Vice-Chair** (Continued from the February 24, 2009 Meeting) (Discussion and Action)
- 4. Resolution Amending the Urban Forestry Council's Bylaws to Amend the Council Committee Structure and Special Meeting Notice Requirements.** (Explanatory Documents: Notice of Amendment to Bylaws http://sfgov.org/site/sfenvironment_page.asp?id=100248 and Draft Resolution Amending Bylaws (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-03-UFCAmendBylaws.doc>) (Discussion and Action)
- 5. Council Committee Membership Appointments.** (Discussion and Action)
- 6. Establishing a citywide program for identifying companies that do citywide pruning and maintenance on street trees.** Speaker: Council Member Milne (Discussion)
- 7. Report on Arbor Day Activities.** Speaker: Council Coordinator Mei Ling Hui (Informational Report and Discussion)

**11 Grove Street, San Francisco, California 94102
www.sfenvironment.com**

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

8. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Document: Staff Report) (Informational Report and Discussion)
9. **Council Secretary Report.** (Explanatory Document: Council Secretary Report (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/SecretaryReportMarch2009.doc>) (Informational Report and Discussion)
10. **Introduction of New Council Members.** (Discussion)
11. **Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee, Chair, Carla Short
The next meeting is scheduled for Thursday, April 16, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Committee, Chair, Mike Boss
12. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
13. **New Business/Future Agenda Items.** (Information and Discussion).
14. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
15. **Adjournment.**

The next meeting of the Urban Forestry Council is scheduled for Tuesday, April 28, 2009 at 6:00 p.m., in Room 416, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Council's meeting agenda and minutes link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Urban Forestry Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Council and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: March 23, 2009



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF MARCH 27, 2009, 8:30 A.M.
CITY HALL, ROOM 400**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article VI – Meetings, Section 6 to change the special meeting notice requirement to 72 hours and Article VIII – Committees, Sections 4, 5 and 6 to change Committee structure requirements. The Bylaws will now read as follows:

Article VI - Meetings

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 72 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Article VIII – Committees

Section 4: Standing Committees

The Council shall have one standing (1) Planning and Funding Committee and one Ad Hoc committee (2) called the Landmark Tree Committee. The Landmark Tree Committee shall have five members and will meet at a location to be announced with a notice posted at least fifteen days before the meeting. The Planning and Funding Committee shall have five members and shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. A notice and agenda will be posted at least 72 hours before the meeting. This information shall be posted on the Department of the Environment's website.

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at the scheduled meeting as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

This is to certify that the above notice was issued and posted on March 4, 2009.

Monica Fish, Commission Secretary

1 [Amendment of Urban Forestry Council Bylaws]

2
3 **Resolution amending the Urban Forestry Council's Bylaws to amend the Council Committee**
4 **structure and special meeting notice requirements.**

5 WHEREAS, The Urban Forestry Council at its March 27, 2009 meeting considered and
6 approved amending (1) the Council Committee structure requirements for the Landmark Tree and
7 Planning and Funding Committees and (2) special meeting notice requirements from 24 hours to 72
8 hours; now therefore, be it

9 RESOLVED, The Urban Forestry Council voted to approve amendments to its Bylaws Articles
10 VI - Meetings, Section 6 and VIII - Committees, Sections 4 and 6 to read as follows:

11 **Article VI - Meetings**

12 Section 6: Notice of Meetings

13 Notices and agendas of all regular and special Council and committee meetings shall be
14 posted at the San Francisco Main Library and mailed to each Council member and any person who
15 files a written request for such notice with the Council. Notice of regular meetings shall be posted at
16 least 72 hours before the meeting. Notice of special meetings shall be posted at least 72 hours before
17 the meeting. In the case of a special meeting held at a location other than the regular Council meeting
18 place, 15 days notice shall be provided.

19 **Article VIII – Committees**

20 Section 4: Standing Committees

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22 Hoc committee (2) called the Landmark Tree Committee. The Landmark Tree Committee
23 shall have five members and will meet at a location to be announced with a notice posted at
24 least fifteen days before the meeting. The Planning and Funding Committee shall have five
25 members and shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in

1 City Hall, Room 421, San Francisco. A notice and agenda will be posted at least 72 hours
2 before the meeting. This information shall be posted on the Department of the Environment's
3 website.

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6 nominated trees proposed for landmark status. The Committee shall conduct individual site visits,
7 complete evaluation forms to review at the scheduled meeting as nominations are received, and vote
8 on landmark tree nominations to present to the full Council for their consideration and adoption. It will
9 prepare a written summary of the evaluation forms and include individual evaluation forms to present
10 to the full Council for review. The Chair of the Committee shall verbally report on the written summary
11 at Council meetings.

12
13 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on
14 March 27, 2009.

15 _____
16 *Monica Fish, Council Secretary*

17 VOTE:

18 Ayes:

19 Noes:

20 Absent:

DATE: March 27, 2009
TO: Urban Forestry Council Members
FROM: Monica Fish, Commission Secretary
RE: Member Information Packet

A list of relevant information that you may find useful as a member of the Urban Forestry Council is outlined below. You may access the documents or website by clicking on the links by each item. If you have any questions, please contact me at (415) 355-3709.

- Urban Forestry Council Attendance Policy adopted on December 8, 2006 (PDF)
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/AttendancePolicyBOS.pdf>
- Mayor's Directive for the Attendance Policy
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2006/MayorsLtrCommissionAttendance.pdf>
- Board of Supervisors Resolution on Attendance Policy Res. 502-06
<http://www.sfgov.org/site/uploadedfiles/bdsupvrs/resolutions06/r0502-06.pdf>
- Urban Forestry Council Bylaws (Word)
<http://www.sfenvironment.org/downloads/library/bylawsadoptedon022409.doc>
- Urban Forestry Council Ordinance - Environment Code Chapter 12
<http://www.sfenvironment.org/downloads/library/san francisco environment code chapter 12 803.doc>
- Urban Forestry Council Website Link: http://www.sfenvironment.org/our_policies/overview.html?ssi=16
- Urban Forestry Council Commission and Committee Meeting Schedule for 2009 (Word)
http://www.sfenvironment.org/downloads/library/ufc_2009meetingcalendaramended022409.doc
- Urban Forestry Council Meeting Agendas and Minutes Link
http://sfgov.org/site/sfenvironment_meeting.asp?id=61010
- Calendaring Request Form for Agenda Items for Council and Committee meetings (Word)
[http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/CalenderingRequestFormfillin\(1\).doc](http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/CalenderingRequestFormfillin(1).doc)
- Department of the Environment Website link: <http://www.sfenvironment.org/index.html>

Policies and Regulations

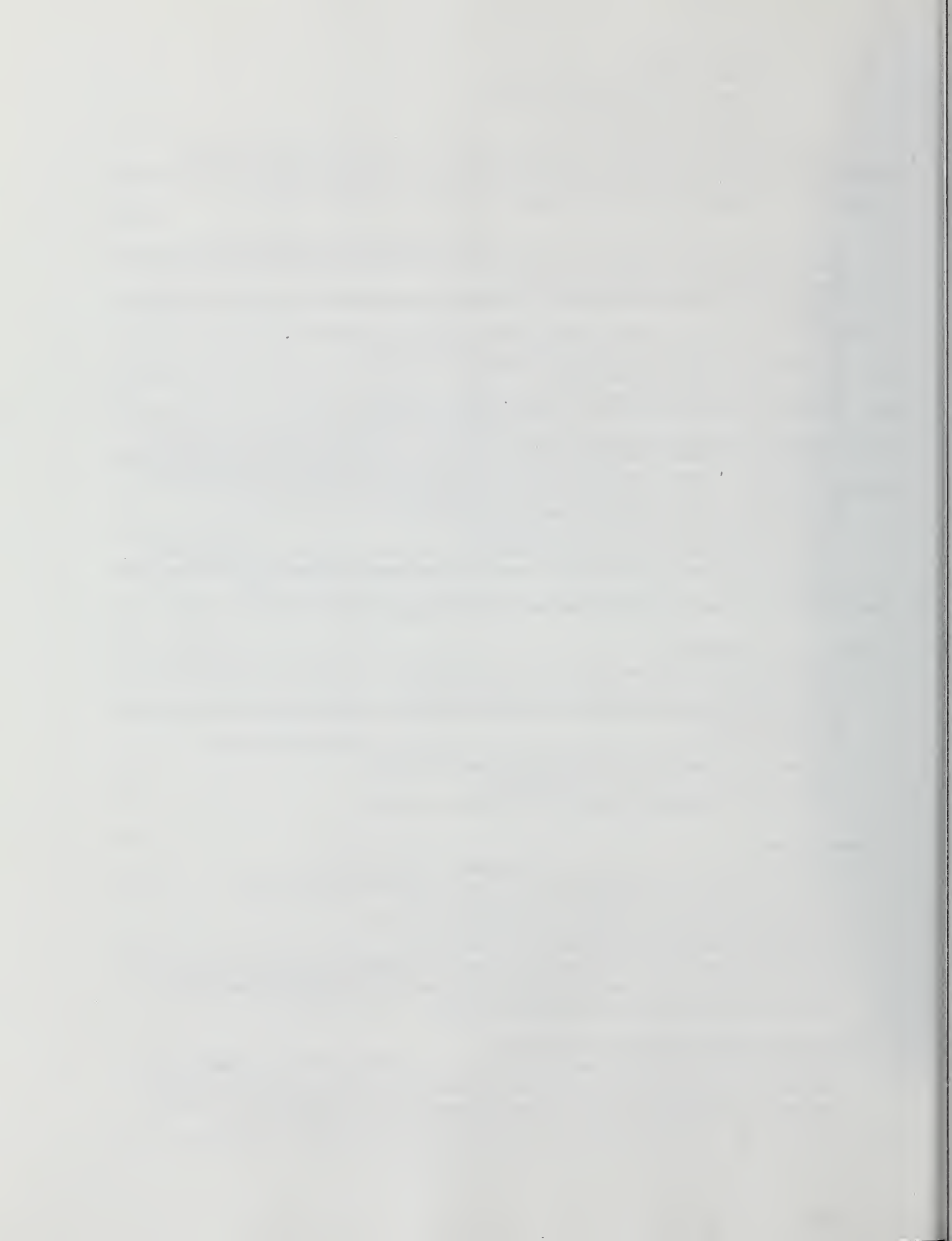
- City and County of San Francisco Policy on Discriminatory or Harassing Remarks Made at Public Meetings of City Boards and Commissions (Word)
<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/coe/supporting/2008/DiscriminationHarassmentofCityEmployees.DOC>
- Regulations on Gifts from Restricted Sources and Gifts from Subordinates (PDF)
[http://web1.sfgov.org/site/uploadedfiles/GiftsfromRestrictedSources\(1\).pdf](http://web1.sfgov.org/site/uploadedfiles/GiftsfromRestrictedSources(1).pdf)
- Political Activity by City Officers and Employees
<http://www.sfgov.org/site/uploadedfiles/cityattorney/opinions/memo001.PDF>

Helpful Links

- Sunshine Ordinance: http://www.sfgov.org/site/sunshine_index.asp?id=4673
- Rules of Conduct for Public Officials Training Video (Optional—Not Required)
http://sanfrancisco.granicus.com/MediaPlayer.php?publish_id=281
- Sunshine and Ethics Training Video (Optional-Not Required)
http://sanfrancisco.granicus.com/MediaPlayer.php?publish_id=281
- Good Government Guide: [http://www.sfgov.org/site/uploadedfiles/cityattorney/GGG_2007-08\(1\).PDF](http://www.sfgov.org/site/uploadedfiles/cityattorney/GGG_2007-08(1).PDF) And Supplement: http://www.sfgov.org/site/uploadedfiles/cityattorney/GGG_SUPPLEMENT_2007-08.PDF
- City Attorney http://www.sfgov.org/site/cityattorney_index.asp

City Attorney's Memorandums and Opinions

- Participation by a Council Member at a Meeting of a Committee of Which the Council Member is not a Member <http://www.sfgov.org/site/uploadedfiles/cityattorney/opinions/COMMOPN.PDF>
- Summary of Legal Requirements for Mayoral Appointments of Members to Boards and Commissions... <http://www.sfgov.org/site/uploadedfiles/cityattorney/opinions/BOARDMYR.PDF>





SAN FRANCISCO URBAN FORESTRY COUNCIL

BYLAWS

Article I – Identification

Article II – Creation and Mission

Article III – Urban Forestry Council

Article IV – Officers

Article V – Council Staff

Article VI – Meetings

Article VII – Voting

Article VIII – Committees

Article IX – Parliamentary Procedures

Article X – Code of Ethics

Article XI – Amendment of Bylaws

URBAN FORESTRY COUNCIL BYLAWS

Article I - Identification

Section 1: Name

The Urban Forestry Council

Section 2: Compliance with Applicable Laws

The Council shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Council shall use the Department of the Environment's website.

Article II – Creation and Mission

Section 1: The Urban Forestry Council

The Urban Forestry Council was established for the purpose of guiding the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety (San Francisco Environment Code Chapter 12 Sec. 1200(b)). The Council will carry out the duties specified in the ordinance so as to protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future (San Francisco Environment Code Chapter 12 Sec. 1200(a)).

Article III – Urban Forestry Council

Section 1: Number

Council members will represent the full range of urban forest stakeholders including city agencies, non-profit organizations, tree management organizations, and community members. The Council shall be composed of eleven voting members and four advisory members. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Section 2: Term of Appointment

Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the

pleasure of the body that appoints each Council member as specified by ordinance. The body that appoints Council members also may appoint at-large members to serve any unfilled Council positions (San Francisco Environment Code Chapter 12 Sec. 1202(b)).

Section 3: Compensation

Council members shall serve without compensation (San Francisco Environment Code Chapter 12 Sec. 1202(g)).

Section 4: Purpose and Responsibilities

- (1) Develop, adopt, and update a long-term comprehensive Urban Forestry Plan that assists with the formulation of legislation and policy for the management of the City's public and private trees.

The plan will include, but not be limited to:

- a) An inventory of physical resources and existing programs.
- b) The results of an assessment of the general public and San Francisco decision makers that reflects opinions on the state and future of the urban forest.
- c) A benefit/cost analysis.
- d) Recommendations for future policy, operational and legislative actions.
- e) Best Management Practices

- (2) Facilitate coordination among agencies with tree management responsibilities.

- a) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forest concerns.
- b) Review project plans for major publicly sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies.
- c) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction.
- d) Advise agencies with tree management responsibilities in their efforts to incorporate and follow the Urban Forestry plan guidelines, best management practices, and other Council recommendations and policies.
- e) Facilitate the cooperative interaction of tree-related activities among various City, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public.

- (3) Report on the state of the urban forest.

- a) Prepare or facilitate the plans and reports as set forth in the Urban Forestry Council Ordinance.
 - i) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest.

ii) City agencies and any non-profit organizations that accept city funding shall report to the Council no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees that they manage.

(4) Ensure adherence to Urban Forestry Council Policies, Guidelines or Standards.

- a) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forestry Plan or best management practices shall explain their reasoning at a public hearing before the Council.
- b) Enforce procedures to address the Council in the public hearing process.

(5) Foster Public Education and Outreach

- a) Encourage early and continuous public participation in urban forest projects and programs that includes consideration of neighborhood interests.
- b) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forest issues.
- c) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment.

(6) Develop and Promote Best Management Practices

- a) Develop and adopt tree planting and maintenance standards.
- b) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees.
- c) Adopt guidelines for protecting trees during project design and construction.

(7) Funding Assessment

- a) Identify funding and staffing needs and opportunities for urban forest programs.
- b) Help secure and encourage commitment of adequate resources for tree programs.
- c) Develop and adopt a city-wide budget for the health and well-being of San Francisco's urban forest.

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Article IV - Officers

Section 1: Officers

The officers of the Council are a Chair and Vice-Chair. The Chair and Vice-Chair shall serve at the pleasure of the Council.

Section 2: Term of Office

The term of each office shall be one year.

Section 3: Nomination and Election of Officers

A. Elections for officers shall be conducted at the meeting of the Council in April of each year. At the Council meeting held in March of each year, any Council member interested in running for office shall state publicly his or her interest and willingness to run for a specific office. Such Council members, and any other Council members nominated at the March meeting, shall be candidates for office.

B. If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Council shall conduct an election for Chair at the next regular meeting to fill the vacancy. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held. Any Council members nominated at a meeting at which a special election is held shall be candidates for office.

Section 4: General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Section 5: General Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described above, in Section 4 of this article.

Article V - Council Staff

Section 1: Council Coordinator

A coordinator from the Department of the Environment who is hired by the Director of the Department of the Environment shall staff the Council. The Coordinator shall attend all meetings of the Council. The Coordinator's responsibilities shall include, but not be limited to, the following:

- (1) Fundraising;
- (2) Developing and drafting guidelines for adoption;
- (3) Preparing staff and annual reports;
- (4) Coordinating with other agencies; and
- (5) Compiling information from local governmental agencies to track their budgets, and to develop an annual city-wide tree management budget for reporting purposes (San Francisco Environment Code Chapter 12 Sec. 1208(a)).

Section 2: Council Secretary

The staff of the Department of the Environment shall include a Council Secretary, who is assigned by the Director of the Department of the Environment. The Council Secretary shall attend all meetings of the Council. Under the supervision of the Chair, the Council Secretary is responsible for the proper recording and distribution of all Council actions, correspondence, and agendas, and ensuring that the Council meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities.

Section 3: Legal Advisor

The City Attorney, or his or her designee, shall be the legal advisor to the Council. If the City Attorney determines in writing that he or she cannot, consistent with the Rules of Professional Conduct, provide advice sought by the Council, the City Attorney may recommend that the Council retain outside counsel.

Article VI - Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of the voting membership shall constitute a quorum. The affirmative vote of a majority of the voting members shall be required for the approval of any matter. Therefore, based on the original membership of eleven voting members, six members constitute a quorum. Likewise, six affirmative votes are required for the approval of any matter.

Section 2: Public Participation

The Council shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Council shall be permitted to be heard.

The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance. Each agenda for meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the Council's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except that, at the Chair's discretion, the Public Comment can be heard earlier in the agenda.

Section 3: Meeting Minutes

Minutes shall be taken at every regular and special Council meeting and shall be approved by the majority vote of the Council.

Section 4: Records Retention

The Council shall utilize the Department of Environment's record retention and destruction policy.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 8:30 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 6:00 p.m. at City Hall, Room 416 beginning in March 2009. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 24 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Section 7: Closed Sessions

The Council is authorized to hold closed (non-public) sessions at regular and special meetings as provided by law.

Section 8: Special Meetings

The Chair of the Council may call special meetings to address specific matters. Such special meetings shall be properly noticed in accordance with applicable laws and ordinances.

Article VII - Voting

Section 1: Voting and Abstention

Each member present at a Council or committee meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Council member has a conflict of interest, which precludes participation in a vote, is determined on a case-by-case basis and, to the extent possible, in consultation with a legal advisor from the City Attorney's office.

Article VIII - Committees

Section 1: Membership of Committees

The Council and/or the Chair, at his or her discretion, may establish committees to perform tasks or functions as necessary. The Chair will appoint committee members and committee chairpersons for a specified period of time.

Section 2: Committee Meetings

Committees shall comply with all applicable laws in publishing notices, agendas, and minutes and carrying out its operations and functions.

Section 3: Committee Quorum

A majority of the members of a committee shall constitute a quorum.

Section 4: Standing Committees

The Council shall have two standing committees: (1) Planning and Funding and (2) Landmark Tree. The Planning and Funding Committee shall have seven members. The Landmark Tree Committee shall have five members. The Planning and Funding Committee shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF Environment's website. Meetings will be rescheduled in case of a City recognized holiday.

Section 5: The Planning and Funding Committee

The Planning and Funding Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) make recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, (3) review the Urban Forest Plan on an annual basis and make recommendations for any changes to the full Council for adoption, (4) make recommendations to

the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs, (5) will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forest-activities, and (6) will review the Urban Forest Council's Budget on an annual basis and will make recommendations for any changes to the full Council for adoption.

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

Article IX - Parliamentary Procedures

At the discretion of the Chair of the Council or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Article X - Codes of Ethics

In accepting the Oath of Office, Council members shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the San Francisco Urban Forestry Council; instill in the public a sense of confidence about the Councils' conduct and intentions; uphold all laws and regulations; refrain from using their official positions to secure special advantage or benefit for themselves or others.

In order to set the highest standards of conduct, and in order to assure public confidence in the Council's operations, the Urban Forestry Council commits itself to:

- * Encouraging and promoting integrity in government by education and example;
- * Being accountable for its rules of procedure and decisions, and promoting accountability of all members of the Council and Department staff;
- * Treating all Department staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;
- * Conducting all Council business in a timely manner and in public meetings, with full disclosure of policies, procedures, and decision-making processes, except for those matters authorized under the Brown Act and the San Francisco Sunshine Ordinance to be considered in closed session; and

* Reviewing its actions, recommendations, and procedures periodically to determine whether the Council has adhered to its Code of Ethics and mission in all respects.

Article XI - Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Council by a majority vote of the Council, provided such proposed amendments are circulated in writing to all Council members and noticed to the public at least ten (10) days prior to such meeting.



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

December 12, 2006

Honorable Board of Supervisors
Attn: Gloria L. Young, Clerk of the Board
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RE: Urban Forestry Council's Attendance Policy

Dear Ms. Young and Honorable Board of Supervisors:

Board of Supervisors Resolution 502-06 requires that every appointive board, commission, or advisory body of any kind established by the Charter or by legislative act of the Board of Supervisors submit a copy of its internal policy regarding members' attendance to the Board no later than December 1, 2006. Please be advised that on November 1, 2006, the Urban Forestry Council submitted a tentative policy based on the December 1, 2006 due date for submission. Since that time, the Deputy City Attorney has published a sample policy and the Urban Forestry Council at its December 8, 2006 meeting voted to adopt the recommendations in that policy attached herewith.

If you have any questions, please contact Monica Fish, Commission Secretary at 415-355-3709 or by email at Monica.Fish@sfgov.org.

Sincerely,

Monica Fish
Monica Fish
Commission Secretary

Attachment: Attendance Policy
November 1, 2006 Letter (Corrected)

Cc: Jared Blumenfeld, Director
David Assmann, Deputy Director
Alicia Cabrera, Deputy City Attorney
Urban Forestry Council Members
Grace Ma. Urban Forestry Specialist

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • www.sfenvironment.com

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URBAN FORESTRY COUNCIL ATTENDANCE POLICY

Bylaws

The Urban Forestry Council's Bylaws (September 22, 2006), Article III, Section 5 states the following in reference to attendance requirements:

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Purpose

The following policy is designed to establish minimum attendance standards for appointed members of the Urban Forestry Council and its Committees. In the event of any conflict between any provision of this policy and any provision of a City ordinance or other applicable law (collectively, "Laws") governing the Urban Forestry Council that establish more stringent attendance requirements for members of the Urban Forestry Council, the conflicting provision of such Laws shall govern.

Attendance Requirements

Except in the event of a notified absence (defined below), each member of the Urban Forestry Council is expected to attend each regular or special meeting of the Urban Forestry Council. The Urban Forestry Council secretary or clerk ("Secretary") shall maintain a record of members' attendance.

Notified Absences

A member's absence shall constitute a "notified absence" where the member, in advance of the meeting, informs the Secretary of the Urban Forestry Council or other person whom the Urban Forestry Council has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary of the Urban Forestry Council as soon as reasonably possible. The Secretary of the Urban Forestry Council shall record as non-notified all absences involving neither advance notice nor unforeseen circumstances.

Report to the Appointing Authority

The Secretary of the Urban Forestry Council shall report all instances of non-notified absences as well as any instance of three consecutive absences of a member from regular meetings in a fiscal year to the member's appointing authority.

Annual Attendance Report

At the end of each fiscal year, the Secretary of the Urban Forestry Council shall submit a written report to the appointing authorities of the Urban Forestry Council's membership detailing each Urban Forestry Council member's attendance at all meetings of the Urban Forestry Council for that fiscal year.



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

November 1, 2006-Corrected

Honorable Board of Supervisors
Attn: Gloria L. Young, Clerk of the Board
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RE: Urban Forestry Council's Attendance Policy

Dear Ms. Young and Honorable Board of Supervisors:

Board of Supervisors Resolution 502-06 requires that every appointive board, commission, or advisory body of any kind established by the Charter or by legislative act of the Board of Supervisors submit a copy of its internal policy regarding members' attendance to the Board no later than December 1, 2006.

Please be advised that the Urban Forestry Council at its September 22, 2006 meeting discussed an internal policy regarding members' attendance and voted to forward to the Board of Supervisors the following policy as stated in its Bylaws:

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Department of the Environment City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • www.sfenvironment.com

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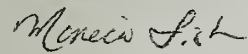
Honorable Board of Supervisors
Attention: Gloria L. Young, Clerk of the Board
Page 2

The Council agreed to report Council Members' attendance as part of their Annual Report submission to the Board of Supervisors in September of each year.

The Council's attendance policy was adopted on September 22, 2006. On October 30, 2006 The Mayor issued a sample attendance policy that will be placed on the Urban Forestry Council's next meeting agenda of December 8, 2006 for consideration and adoption. Since Resolution 502-06 requires that an attendance policy be submitted to the Board by December 1, 2006 and the Council's next official meeting date is on December 8, 2006, the Council is submitting the above as its policy until further consideration at its December 8 meeting.

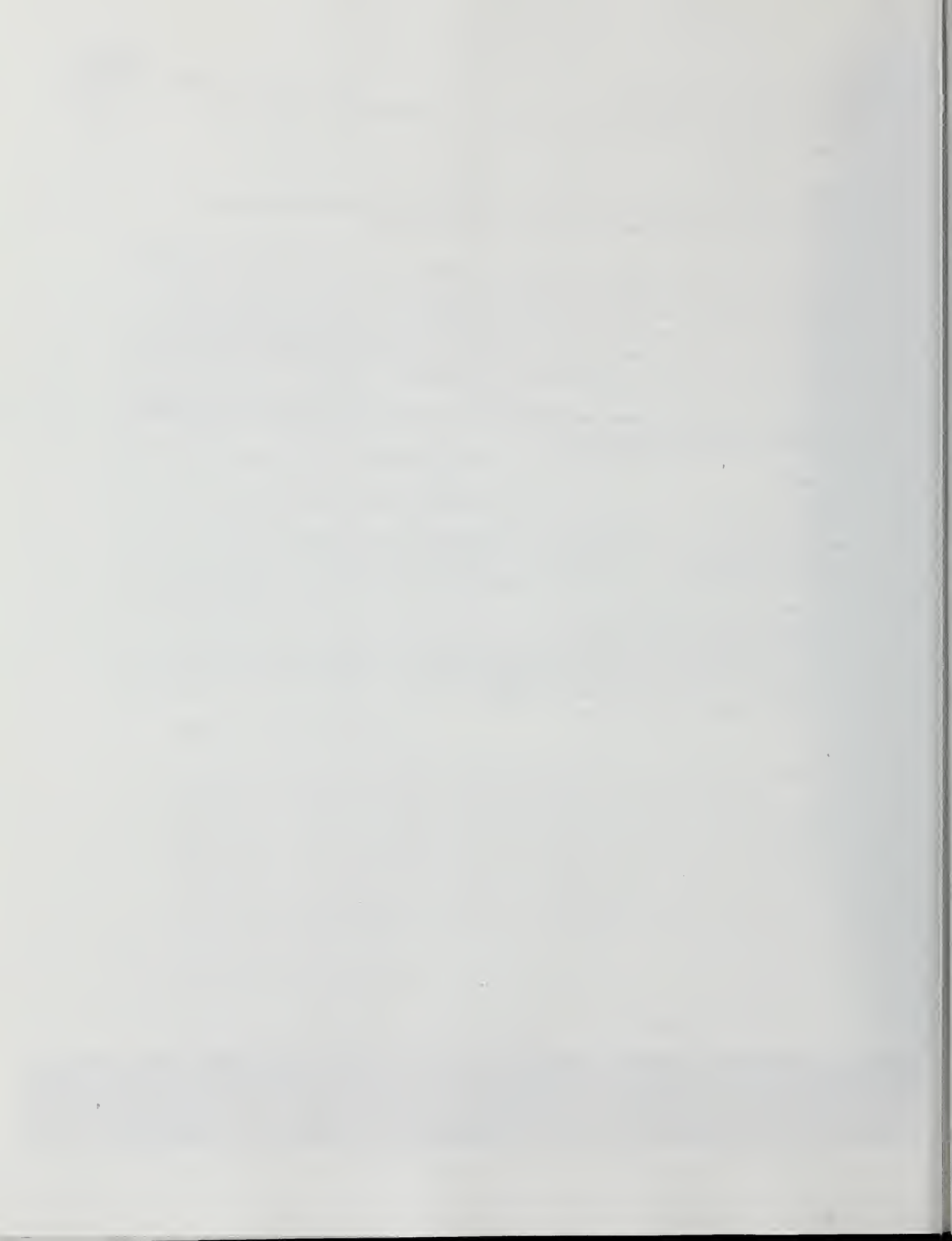
If you have any questions, please contact Monica Fish, Commission Secretary at 415-355-3709 or by email at Monica.Fish@sfgov.org.

Sincerely,



Monica Fish
Commission Secretary

Cc: Jared Blumenfeld, Director
David Assmann, Deputy Director
Alicia Cabrera, Deputy City Attorney
Terry Milne, Chair, Urban Forestry Council
Grace Ma, Urban Forestry Council Associate
Urban Forestry Council Members



Urban Forestry Council

Meeting Schedule

JANUARY – DECEMBER 2009

Urban Forestry Council	Meeting Dates	Time	Room
4th Tuesday evenings February, April, June, August, and October City Hall Room 416 6:00 p.m.	Friday, January 23, 2009	8:30 a.m.	City Hall, Room 400
	Tuesday, February 24, 2009	6:00 p.m.	City Hall, Room 416
	Friday, March 27, 2009	8:30 a.m.	City Hall, Room 400
	Tuesday, April 28, 2009	6:00 p.m.	City Hall, Room 416
	Friday, May 22, 2009	8:30 a.m.	City Hall, Room 400
	Tuesday, June 23, 2009	6:00 p.m.	City Hall, Room 416
	Friday, July 24, 2009	8:30 a.m.	City Hall, Room 400
	Tuesday, August 25, 2009	6:00 p.m.	City Hall Room 416
	Friday, September 25, 2009	8:30 a.m.	City Hall, Room 400
	Tuesday, October 27, 2009	6:00 p.m.	City Hall, Room 416
4th Friday mornings January, March, May, July, September, City Hall Room 400 8:30 a.m.			
2nd Friday December City Hall Room 400 8:30 a.m.			
No meeting in November			
	Friday, December 11, 2009	8:30 a.m.	City Hall, Room 400

Planning & Funding Committee	Meeting Dates
3rd Thursday Monthly, 4:15 p.m. City Hall, Room 421	01.15.09
	02.19.09
	03.19.09
	04.16.09
	05.21.09
	06.18.09
	07.16.09
	08.20.09
	09.17.09
	10.15.09
	11.19.09
	12.17.09

	Meeting Dates
Landmark Tree Committee 2nd Tuesday Monthly, 4:00 P.M. City Hall, Room 421	01.13.09
	02.10.09
	03.10.09
	04.14.09
	05.12.09
	06.09.09
	07.14.09
	08.11.09
	09.08.09
	10.13.09
	11.10.09
	12.08.09



- ☐ Urban Forestry Council
☐ Landmark Tree Committee

- ☐ Planning & Funding Committee

Date Submitted:

Meeting Date:

Submitted By:

Sponsored by Council Member :

Title of item as it should appear on the agenda.

Is this a Closed Session Item?

☐ Yes

☐ No

(If yes, consult with Deputy City Attorney.)

Is this an Action Item?

☐ Yes

☐ No

Will you require a laptop for a Powerpoint Presentation ☐ If not, will you be presenting on Powerpt ☐

Description of Proposed Action (i.e. Adoption of Resolution, Approval of Grant Award):

Description of Item (i.e. Report, Resolution, Presentation):

Context/History of this Item:

Staff Presenter:

Length of Time:

Other speakers: list names (correct spelling and title)

Est. Speaking Time

Name:

Title:

Name:

Title:

Name:

Title:

Requested Estimated total length of time for item:

Will you be preparing questions for the
Council Members to ask?

☐ Yes

☐ No

Has a committee or the Council heard this Item? When and what action did it take? ____

Staff Recommendation: (Pros and Cons)

Is there likely to be public
comment on this item?

☐ Yes

☐ No

☐ Attached is a list of interested parties that need to be contacted including contact information if available. This should include opposing parties to the issue.

Relevant Documents (Must include any document to be voted on and all relevant documents must be attached):

Chair's Signature

Approval for Placement on Agenda by: _____ Date: _____

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

Friday, March 27, 2009, 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

GOVERNMENT
DOCUMENTS DEPT

APR 14 2009

Order of Business

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draft
1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 8:50 a.m. Voting Members Present: Members Cohen, D'Agostino, Hillan, LeBeau, Milne, Sherk, Short (9:55), and Vargas (9:41); Voting Members Absent: Members Blair and Rodgers; Voting Member Excused: Member Boss; Advisory Member Present: Member Nervo; Advisory Member Excused: Member Sustarich.

Item 2 was heard before Item 14.

2. **Adoption of Minutes of the February 24, 2009 Urban Forestry Council Regular Meeting.** (Explanatory Document: February 24, 2009 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=100405) (Discussion and Action). Upon Motion by Member Hillan and second by Member Short without objection, Council Chair Milne was recused from voting on the minutes because he was not a Council member at the February 24, 2009 meeting. Upon Motion by Member Cohen and second by Member D'Agostino the February 24, 2009 Meeting Minutes were approved as written (AYES: Members Cohen, D'Agostino, Hillan, LeBeau, Sherk, Short and Vargas; Absent: Members Blair, Boss and Rodgers; Recused: Chair Milne).
3. **Election of Council Chair and Vice-Chair** (Continued from the February 24, 2009 Meeting) (Discussion and Action). Member Cohen nominated Member Milne for Chair and Member D'Agostino for Vice-Chair. Members Milne and D'Agostino accepted the nominations. Member Milne was elected as Chair and Member D'Agostino was elected as Vice-Chair (AYES: Members Cohen, D'Agostino, Hillan, LeBeau, Milne, and Sherk; Absent: Members Blair, Boss, Rodgers, Short and Vargas).
4. **Resolution Amending the Urban Forestry Council's Bylaws to Amend the Council Committee Structure and Special Meeting Notice Requirements.** (Explanatory Documents: Notice of Amendment to Bylaws http://sfgov.org/site/sfenvironment_page.asp?id=100248 and Draft Resolution Amending Bylaws (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-03-UFCAmendBylaws.doc>) (Discussion and Action)

Council Coordinator Hui reported that the Resolution would amend the Bylaws to change the Landmark Tree Committee into an ad hoc as needed Committee so that meeting cancellation notices would not have to be prepared if there were no trees to consider for landmark status at the regular meeting. Chair Milne reported that the amendment would also change the membership requirement of the Planning and Funding Committee to five members and require that 15-day notice be given for future ad hoc Landmark Tree Committee meetings. Council Members discussed the advantages and disadvantages of

changing the Landmark Tree Committee to an ad hoc Committee. Chair Milne recommended continuing the discussion for when the Landmark Tree Committee Chair is present for discussion.

Upon Motion by Member Cohen and second by Member D'Agostino, Resolution File 2009-03-UFC to change the Planning and Funding Committee membership to five members and special meeting notice requirements to 72 hours was approved with an amendment to delete amendments that would change the Landmark Tree Committee into an ad hoc Committee. (AYES: Members Cohen, D'Agostino, Hillan, LeBeau, Milne, and Sherk; Absent: Members Blair, Boss, Rodgers, Short and Vargas). (Explanatory Documents: Resolution 003-09-UFC Amending Bylaws and Bylaws Adopted on March 27, 2009 (PDF) http://www.sfenvironment.org/downloads/library/ufc_res00309ufcamendbylaws.pdf.)

5. **Council Committee Membership Appointments.** (Discussion and Action) Council Chair Milne reported that the Council Bylaws directs the Chair to make appointments to Committees which he would do in the future. No action was taken on this item at this time.
6. **Establishing a citywide program for identifying companies that do citywide pruning and maintenance on street trees.** Speaker: Council Chair Milne (Discussion)

Council Chair Milne reported on the March 15, 2009 San Francisco Examiner article "Issue growing about trees and billboards" that discusses how trees that block billboards are illegally pruned. Vice-Chair D'Agostino discussed Redwood City's strict pruning regulations and recommended that the Council select examples of good and bad pruning for future discussion. Member Cohen stated that there is often no acknowledgement by property owners that there are standards to abide by and wondered what it would take to bring about a paradigm shift. This agenda item was continued to the April 28, 2009 Meeting so that input could be received from Planning and Department of Public Works representatives.

7. **Report on Arbor Day Activities.** Speaker: Council Coordinator Mei Ling Hui (Informational Report and Discussion)

Council Coordinator Hui reported on the success of Arbor Day activities--the Department of Public Works (DPW) planted 350 trees on Sunset Boulevard, spread 20 yards of chips, and also planted 73 small native plants. There were about 450 volunteers on site in addition to all the people working at the Green Resource Fair.

Member Cohen reported that the Urban Forestry Council adopted a resolution recommending support and creation of three pilot permeable landscaping projects involving significant or landmark trees. Council Chair Milne, who was on the Arbor Day Committee, suggested that a project be worked on at Sunset Elementary as part of Arbor Day activities. Member Cohen reported that the Sunset Elementary's PTA Garden Club had a \$2000 grant that they had to use by May and made adjustments to their grant that incorporated the Urban Forestry Council into creating a project on their site. It was stated that DPW, Recreation and Park Department, and other entities came together to donate plants, urbanite, and other material that contributed to the success of the project. Pictures were presented.

Member Vargas joined the meeting at 9:41 a.m.

Council Chair Milne reported that DPW had a grant to reforest Sunset Boulevard, and planted big trees for six or eight blocks along Sunset Boulevard. Member Cohen reported that the Aesthetic Pruning Club had five people in attendance, staffed a table, pruned trees, held pruning demonstrations, and helped with cleanup in front of AP Giannini Junior High School. Coordinator Hui reported that Quesada Gardens' master gardener brought a lot of plants that surround the landmark trees on Quesada Street.

8. Staff Report. Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Document: Staff Report (Word)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReportMarchMeeting.doc>) (Informational Report and Discussion) Council Coordinator Hui reported on activities that include:

- Monthly meeting between the Mayor's Office to discuss Arbor Day, the art installation at City Hall Plaza, and the San Francisco School District's (SFUSD) tree planting program called "2012 by 2012."
- All Council appointments by the Mayor's Office and Board of Supervisors have been made to date. There are open seats for advisory members that have to be filled.
- "2012 by 2012" program is an SFUSD program to plant 2012 trees by year 2012 in partnership with Friends of the Urban Forest (FUF). The FUF website that contains project details and a link to donate is www.2012by2012.com.
- The 22nd Street Caltrains Station Buckeye has been landmarked by the Board of Supervisors and the ordinance is awaiting signature from the Mayor's Office. Updates to the landmark tree website listing landmark and nominated trees will be made next week. There is only one nominated tree on the website at this time that is the Lombardi Poplar in Hayes Valley that may not move forward by the Board of Supervisors. The Council held a hearing on this tree and voted to not make a recommendation.
- Presented three examples of paper for the Landmark Tree Certificate.
- Landmark Tree Criteria has been adopted by the Board of Supervisors. Nomination forms have been updated and will be updated on the website by next week. Copies were available for review by Council Members.
- Better Streets Plan – the Planning Department has posted documents on feedback received on the Draft Plan online. Council Members were asked if they had comments to send to the Planning Department on the Plan or comments on the Draft.
- Recreation and Park Department "Clean and Safe" general obligation bonds for \$4 million on urban forestry work presentation by a panel that included the Council Coordinator, FUF, and Recreation and Park Department staff to the NPC. A Request for Proposal(s) has been issued for tree assessment which closes today. Chair Milne reported that this is the first time that urban forestry maintenance and analysis, work etc. has been put into a bond in San Francisco.
- Civic Center Art Installation and its effect on surrounding trees. The Art Director of the Arts Commission is open to hearing any concerns the Council may have on damage that could result to trees as a result of the installation.

Additional details are included in the Staff Report explanatory document above.

- 9. Council Secretary Report.** (Explanatory Document: Council Secretary Report (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/SecretaryReportMarch2009.doc>) (Informational Report and Discussion) Council Chair Milne reported that the Secretary's Report includes (1) the Council's Attendance Policy. The Secretary is required to report on Council Members' attendance at meetings to the Mayor and the Board of Supervisors on an annual basis; and (2) training by the City Attorney's office on Sunshine and Ethics training for public officials that is open to the public. Council members were asked to contact either the Council Secretary or the Council Coordinator for additional information.

Additional details are included in the Staff Report explanatory document above.

Member Short arrived at this time--9:55 a.m.

- 10. Introduction of New Council Members.** (Discussion) All Council members introduced themselves.

- Member Short reported that she represents the Department of Public Works on the Council. Her job is Urban Forester for the department and deals with trees in the public right of way.
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- Member LeBeau reported that (1) she is the planting manager for FUF; (2) has attended a lot of community meetings in San Francisco and is interested in how communities work and helps organize community tree plantings; (3) her degree is in Wildlife Ecology and Conservation and is a certified arborist (4) has worked in native plant nurseries; and (5) has been doing a lot of research on San Francisco's laws and regulations.
- Member Nervo reported that (1) she is the Council's advisory member for the Recreation and Park Department where she has worked for almost 32 years; (2) her degree is in Ornamental Horticulture, has a certificate in Park Management, and has been a certified arborist for approximately eight or nine years; (3) for the past 17 years, she has been a Park Sections Supervisor at San Francisco Botanical Garden; and (4) is a co-owner with her brother of a vineyard in Sonoma County that has been in her family for 110 years.

11. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The next meeting is scheduled for Thursday, April 16, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Committee, Chair, Mike Boss

No Committee reports were made at this time since no meetings were held due to the Council's reorganization. Council Chair Milne reported that the Planning and Funding Committee is able to hold their meeting in April because three members would constitute a quorum as a result of the Bylaws amendment to change the membership requirement to five members. Coordinator Hui asked Council Members to contact Chair Milne about their interest in Committee membership.

12. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion). No new announcements were made at this time.

13. New Business/Future Agenda Items. (Information and Discussion). Member Short reported that DPW held a productive meeting to discuss trees and billboard conflicts and recommended that this issue be discussed at the Planning and Funding Committee as well as the full Council. Council Chair Milne recommended that this issue be heard first at the Planning and Funding Committee. Member Short reported that DPW is exploring better enforcement options as a result of a lot of trees being topped for billboards and would issue a report at the next meeting on this topic. Vice-Chair D'Agostino reported that she has been

reviewing construction as it relates to tree protection and would provide additional information on this topic at the next meeting.

Item 2 was heard before Item 14.

14. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

15. Adjournment. The Council Meeting adjourned at 10:22 a.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved:

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES**

Friday, March 27, 2009, 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Order of Business

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approved
1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 8:50 a.m. Voting Members Present: Members Cohen, D'Agostino, Hillan, LeBeau, Milne, Sherk, Short (9:55), and Vargas (9:41); Voting Members Absent: Members Blair and Rodgers; Voting Member Excused: Member Boss; Advisory Member Present: Member Nervo; Advisory Member Excused: Member Sustarich.

Item 2 was heard before Item 14.
 2. **Adoption of Minutes of the February 24, 2009 Urban Forestry Council Regular Meeting.** (Explanatory Document: February 24, 2009 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=100405) (Discussion and Action). Upon Motion by Member Hillan and second by Member Short without objection, Council Chair Milne was recused from voting on the minutes because he was not a Council member at the February 24, 2009 meeting. Upon Motion by Member Cohen and second by Member D'Agostino the February 24, 2009 Meeting Minutes were approved as written (AYES: Members Cohen, D'Agostino, Hillan, LeBeau, Sherk, Short and Vargas; Absent: Members Blair, Boss and Rodgers; Recused: Chair Milne).
 3. **Election of Council Chair and Vice-Chair** (Continued from the February 24, 2009 Meeting) (Discussion and Action). Member Cohen nominated Member Milne for Chair and Member D'Agostino for Vice-Chair. Members Milne and D'Agostino accepted the nominations. Member Milne was elected as Chair and Member D'Agostino was elected as Vice-Chair (AYES: Members Cohen, D'Agostino, Hillan, LeBeau, Milne, and Sherk; Absent: Members Blair, Boss, Rodgers, Short and Vargas).
 4. **Resolution Amending the Urban Forestry Council's Bylaws to Amend the Council Committee Structure and Special Meeting Notice Requirements.** (Explanatory Documents: Notice of Amendment to Bylaws http://sfgov.org/site/sfenvironment_page.asp?id=100248 and Draft Resolution Amending Bylaws (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-03-UFCAmendBylaws.doc>) (Discussion and Action)

Council Coordinator Hui reported that the Resolution would amend the Bylaws to change the Landmark Tree Committee into an ad hoc as needed Committee so that meeting cancellation notices would not have to be prepared if there were no trees to consider for landmark status at the regular meeting. Chair Milne reported that the amendment would also change the membership requirement of the Planning and Funding Committee to five members and require that 15-day notice be given for future ad hoc Landmark Tree Committee meetings. Council Members discussed the advantages and disadvantages of changing the Landmark Tree Committee to an ad hoc Committee. Chair Milne recommended continuing the discussion for when the Landmark Tree Committee Chair is present for discussion.

Upon Motion by Member Cohen and second by Member D'Agostino, Resolution File 2009-03-UFC to change the Planning and Funding Committee membership to five members and special meeting notice requirements to 72 hours was approved with an amendment to delete amendments that would change the Landmark Tree Committee into an ad hoc Committee. (AYES: Members Cohen, D'Agostino, Hillan, LeBeau, Milne, and Sherk; Absent: Members Blair, Boss, Rodgers, Short and Vargas). (Explanatory Documents: Resolution 003-09-UFC Amending Bylaws and Bylaws Adopted on March 27, 2009 (PDF)
http://www.sfenvironment.org/downloads/library/ufc_res00309ufcamendbylaws.pdf.)

5. **Council Committee Membership Appointments.** (Discussion and Action) Council Chair Milne reported that the Council Bylaws directs the Chair to make appointments to Committees which he would do in the future. No action was taken on this item at this time.

6. **Establishing a citywide program for identifying companies that do citywide pruning and maintenance on street trees.** Speaker: Council Chair Milne (Discussion)

Council Chair Milne reported on the March 15, 2009 San Francisco Examiner article "Issue growing about trees and billboards" that discusses how trees that block billboards are illegally pruned. Vice-Chair D'Agostino discussed Redwood City's strict pruning regulations and recommended that the Council select examples of good and bad pruning for future discussion. Member Cohen stated that there is often no acknowledgement by property owners that there are standards to abide by and wondered what it would take to bring about a paradigm shift. This agenda item was continued to the April 28, 2009 Meeting so that input could be received from Planning and Department of Public Works representatives.

7. **Report on Arbor Day Activities.** Speaker: Council Coordinator Mei Ling Hui (Informational Report and Discussion)

Council Coordinator Hui reported on the success of Arbor Day activities--the Department of Public Works (DPW) planted 350 trees on Sunset Boulevard, spread 20 yards of chips, and also planted 73 small native plants. There were about 450 volunteers on site in addition to all the people working at the Green Resource Fair.

Member Cohen reported that the Urban Forestry Council adopted a resolution recommending support and creation of three pilot permeable landscaping projects involving significant or landmark trees. Council Chair Milne, who was on the Arbor Day Committee, suggested that a project be worked on at Sunset Elementary as part of Arbor Day activities. Member Cohen reported that the Sunset Elementary's PTA Garden Club had a \$2000 grant that they had to use by May and made adjustments to their grant that incorporated the Urban Forestry Council into creating a project on their site. It was stated that DPW, Recreation and Park Department, and other entities came together to donate plants, urbanite, and other material that contributed to the success of the project. Pictures were presented.

Member Vargas joined the meeting at 9:41 a.m.

Council Chair Milne reported that DPW had a grant to reforest Sunset Boulevard, and planted big trees for six or eight blocks along Sunset Boulevard. Member Cohen reported that the Aesthetic Pruning Club had five people in attendance, staffed a table, pruned trees, held pruning demonstrations, and helped with cleanup in front of AP Giannini Junior High School. Coordinator

Hui reported that Quesada Gardens' master gardener brought a lot of plants that surround the landmark trees on Quesada Street.

- 8. Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Document: Staff Report (Word)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReportMarchMeeting.doc>)

(Informational Report and Discussion) Council Coordinator Hui reported on activities that include:

- Monthly meeting between the Mayor's Office to discuss Arbor Day, the art installation at City Hall Plaza, and the San Francisco School District's (SFUSD) tree planting program called "2012 by 2012."
- All Council appointments by the Mayor's Office and Board of Supervisors have been made to date. There are open seats for advisory members that have to be filled.
- "2012 by 2012" program is an SFUSD program to plant 2012 trees by year 2012 in partnership with Friends of the Urban Forest (FUF). The FUF website that contains project details and a link to donate is www.2012by2012.com.
- The 22nd Street Caltrains Station Buckeye has been landmarked by the Board of Supervisors and the ordinance is awaiting signature from the Mayor's Office. Updates to the landmark tree website listing landmark and nominated trees will be made next week. There is only one nominated tree on the website at this time that is the Lombardi Poplar in Hayes Valley that may not move forward by the Board of Supervisors. The Council held a hearing on this tree and voted to not make a recommendation.
- Presented three examples of paper for the Landmark Tree Certificate.
- Landmark Tree Criteria has been adopted by the Board of Supervisors. Nomination forms have been updated and will be updated on the website by next week. Copies were available for review by Council Members.
- Better Streets Plan – the Planning Department has posted documents on feedback received on the Draft Plan online. Council Members were asked if they had comments to send to the Planning Department on the Plan or comments on the Draft.
- Recreation and Park Department "Clean and Safe" general obligation bonds for \$4 million on urban forestry work presentation by a panel that included the Council Coordinator, FUF, and Recreation and Park Department staff to the NPC. A Request for Proposal(s) has been issued for tree assessment which closes today. Chair Milne reported that this is the first time that urban forestry maintenance and analysis, work etc. has been put into a bond in San Francisco.
- Civic Center Art Installation and its effect on surrounding trees. The Art Director of the Arts Commission is open to hearing any concerns the Council may have on damage that could result to trees as a result of the installation.

Additional details are included in the Staff Report explanatory document above.

- 9. Council Secretary Report.** (Explanatory Document: Council Secretary Report (Word)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/SecretaryReportMarch2009.doc>)

(Informational Report and Discussion) Council Chair Milne reported that the Secretary's Report includes (1) the Council's Attendance Policy. The Secretary is required to report on Council Members' attendance at meetings to the Mayor and the Board of Supervisors on an annual basis; and (2) training by the City Attorney's office on Sunshine and Ethics training for public officials that is open to the public. Council members were asked to contact either the Council Secretary or the Council Coordinator for additional information. Additional details are included in the Staff Report explanatory document above.

Member Short arrived at this time--9:55 a.m.

10. Introduction of New Council Members. (Discussion) All Council members introduced themselves.

- Member Short reported that she represents the Department of Public Works on the Council. Her job is Urban Forester for the department and deals with trees in the public right of way.
- Vice-Chair D'Agostino (1) reported that today is her five month anniversary as the Urban Forestry Specialist for Redwood City; (2) discussed her volunteer efforts at FUF, and her subsequent position as a planting manager, (3) previous work at the Department of Public Works as an arborist inspector; (4) certification as an arborist with the ISA, member of the American Society of Consulting Arborists; (5) Co-Chair of the Bay Area Urban Forest and Coast System Council; (6) active member of SPUR and her interest in planning issues and how that interfaces with the urban forest; (7) helped administer the certified arborist exam, and (7) and her consulting work in addition to municipal and community work.
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Urban Forestry Council, San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by Monica Fish, Council Secretary

*Approved: April 28, 2009

1 [Amendment of Urban Forestry Council Bylaws]

2
3 Resolution amending the Urban Forestry Council's Bylaws to change the Council Planning and
4 Funding Committee membership and special meeting notice requirements.

5 WHEREAS, The Urban Forestry Council at its March 27, 2009 meeting considered amending
6 (1) the Council Committee structure requirements for the Landmark Tree and Planning and Funding
7 Committees and (2) special meeting notice requirements from at least 24 hours to at least 72 hours;
8 now therefore, be it

9 RESOLVED, The Urban Forestry Council voted to not approve amendments to the Landmark
10 Tree Committee structure and approved amendments to its Bylaws Articles VI - Meetings, Section 6 to
11 change the special meeting notice requirements from at least 24 hours to at least 72 hours and Article
12 VIII - Committees, Section 4 to change the Planning and Funding Committee's membership structure
13 from seven to five members. The Bylaws will now read as follows:

14 **Article VI - Meetings**

15 Section 6: Notice of Meetings

16 Notices and agendas of all regular and special Council and committee meetings shall be
17 posted at the San Francisco Main Library and mailed to each Council member and any person who
18 files a written request for such notice with the Council. Notice of regular meetings shall be posted at
19 least 72 hours before the meeting. Notice of special meetings shall be posted at least 72 hours before
20 the meeting. In the case of a special meeting held at a location other than the regular Council meeting
21 place, 15 days notice shall be provided.

22 **Article VIII - Committees**

23 Section 4: Standing Committees

24 The Council shall have two standing committees: (1) Planning and Funding and (2)
25 Landmark Tree. The Planning and Funding Committee shall have five members. The

Urban Forestry Council

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1 Landmark Tree Committee shall have five members. The Planning and Funding Committee
2 shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room
3 421, San Francisco. The Landmark Tree Committee shall meet monthly on the 2nd Tuesday .
4 at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF
5 Environment's website. Meetings will be rescheduled in case of a City recognized holiday.

6
7 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on
8 March 27, 2009.

9 Monica Fish
10 Monica Fish, Council Secretary

11 VOTE:

12 Ayes: Chair Milne, Vice-Chair D'Agostino, Members Cohen, Hillan, LeBeau and Sherk

13 Noes: None

14 Absent: Members Blair, Boss, Rodgers, Short and Vargas
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SAN FRANCISCO URBAN FORESTRY COUNCIL

BYLAWS

Article I – Identification

Article II – Creation and Mission

Article III – Urban Forestry Council

Article IV – Officers

Article V – Council Staff

Article VI – Meetings

Article VII – Voting

Article VIII – Committees

Article IX – Parliamentary Procedures

Article X – Code of Ethics

Article XI – Amendment of Bylaws

URBAN FORESTRY COUNCIL BYLAWS

Article I - Identification

Section 1: Name

The Urban Forestry Council

Section 2: Compliance with Applicable Laws

The Council shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Council shall use the Department of the Environment's website.

Article II – Creation and Mission

Section 1: The Urban Forestry Council

The Urban Forestry Council was established for the purpose of guiding the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety (San Francisco Environment Code Chapter 12 Sec. 1200(b)). The Council will carry out the duties specified in the ordinance so as to protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future (San Francisco Environment Code Chapter 12 Sec. 1200(a)).

Article III – Urban Forestry Council

Section 1: Number

Council members will represent the full range of urban forest stakeholders including city agencies, non-profit organizations, tree management organizations, and community members. The Council shall be composed of eleven voting members and four advisory members. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Section 2: Term of Appointment

Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the

pleasure of the body that appoints each Council member as specified by ordinance. The body that appoints Council members also may appoint at-large members to serve any unfilled Council positions (San Francisco Environment Code Chapter 12 Sec. 1202(b)).

Section 3: Compensation

Council members shall serve without compensation (San Francisco Environment Code Chapter 12 Sec. 1202(g)).

Section 4: Purpose and Responsibilities

- (1) Develop, adopt, and update a long-term comprehensive Urban Forestry Plan that assists with the formulation of legislation and policy for the management of the City's public and private trees.

The plan will include, but not be limited to:

- a) An inventory of physical resources and existing programs.
- b) The results of an assessment of the general public and San Francisco decision makers that reflects opinions on the state and future of the urban forest.
- c) A benefit/cost analysis.
- d) Recommendations for future policy, operational and legislative actions.
- e) Best Management Practices

- (2) Facilitate coordination among agencies with tree management responsibilities.

- a) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forest concerns.
- b) Review project plans for major publicly sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies.
- c) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction.
- d) Advise agencies with tree management responsibilities in their efforts to incorporate and follow the Urban Forestry plan guidelines, best management practices, and other Council recommendations and policies.
- e) Facilitate the cooperative interaction of tree-related activities among various City, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public.

- (3) Report on the state of the urban forest.

- a) Prepare or facilitate the plans and reports as set forth in the Urban Forestry Council Ordinance.
 - i) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest.

ii) City agencies and any non-profit organizations that accept city funding shall report to the Council no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees that they manage.

(4) Ensure adherence to Urban Forestry Council Policies, Guidelines or Standards.

- a) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forestry Plan or best management practices shall explain their reasoning at a public hearing before the Council.
- b) Enforce procedures to address the Council in the public hearing process.

(5) Foster Public Education and Outreach

- a) Encourage early and continuous public participation in urban forest projects and programs that includes consideration of neighborhood interests.
- b) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forest issues.
- c) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment.

(6) Develop and Promote Best Management Practices

- a) Develop and adopt tree planting and maintenance standards.
- b) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees.
- c) Adopt guidelines for protecting trees during project design and construction.

(7) Funding Assessment

- a) Identify funding and staffing needs and opportunities for urban forest programs.
- b) Help secure and encourage commitment of adequate resources for tree programs.
- c) Develop and adopt a city-wide budget for the health and well-being of San Francisco's urban forest.

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Article IV - Officers

Section 1: Officers

The officers of the Council are a Chair and Vice-Chair. The Chair and Vice-Chair shall serve at the pleasure of the Council.

Section 2: Term of Office

The term of each office shall be one year.

Section 3: Nomination and Election of Officers

A. Elections for officers shall be conducted at the meeting of the Council in April of each year. At the Council meeting held in March of each year, any Council member interested in running for office shall state publicly his or her interest and willingness to run for a specific office. Such Council members, and any other Council members nominated at the March meeting, shall be candidates for office.

B. If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Council shall conduct an election for Chair at the next regular meeting to fill the vacancy. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held. Any Council members nominated at a meeting at which a special election is held shall be candidates for office.

Section 4: General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Section 5: General Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described above, in Section 4 of this article.

Article V - Council Staff

Section 1: Council Coordinator

A coordinator from the Department of the Environment who is hired by the Director of the Department of the Environment shall staff the Council. The Coordinator shall attend all meetings of the Council. The Coordinator's responsibilities shall include, but not be limited to, the following:

- (1) Fundraising;
- (2) Developing and drafting guidelines for adoption;
- (3) Preparing staff and annual reports;
- (4) Coordinating with other agencies; and
- (5) Compiling information from local governmental agencies to track their budgets, and to develop an annual city-wide tree management budget for reporting purposes (San Francisco Environment Code Chapter 12 Sec. 1208(a)).

Section 2: Council Secretary

The staff of the Department of the Environment shall include a Council Secretary, who is assigned by the Director of the Department of the Environment. The Council Secretary shall attend all meetings of the Council. Under the supervision of the Chair, the Council Secretary is responsible for the proper recording and distribution of all Council actions, correspondence, and agendas, and ensuring that the Council meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities.

Section 3: Legal Advisor

The City Attorney, or his or her designee, shall be the legal advisor to the Council. If the City Attorney determines in writing that he or she cannot, consistent with the Rules of Professional Conduct, provide advice sought by the Council, the City Attorney may recommend that the Council retain outside counsel.

Article VI - Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of the voting membership shall constitute a quorum. The affirmative vote of a majority of the voting members shall be required for the approval of any matter. Therefore, based on the original membership of eleven voting members, six members constitute a quorum. Likewise, six affirmative votes are required for the approval of any matter.

Section 2: Public Participation

The Council shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Council shall be permitted to be heard.

The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance. Each agenda for meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the Council's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except that, at the Chair's discretion, the Public Comment can be heard earlier in the agenda.

Section 3: Meeting Minutes

Minutes shall be taken at every regular and special Council meeting and shall be approved by the majority vote of the Council.

Section 4: Records Retention

The Council shall utilize the Department of Environment's record retention and destruction policy.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 8:30 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 6:00 p.m. at City Hall, Room 416 beginning in March 2009. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 72 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Section 7: Closed Sessions

The Council is authorized to hold closed (non-public) sessions at regular and special meetings as provided by law.

Section 8: Special Meetings

The Chair of the Council may call special meetings to address specific matters. Such special meetings shall be properly noticed in accordance with applicable laws and ordinances.

Article VII - Voting

Section 1: Voting and Abstention

Each member present at a Council or committee meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Council member has a conflict of interest, which precludes participation in a vote, is determined on a case-by-case basis and, to the extent possible, in consultation with a legal advisor from the City Attorney's office.

Article VIII - Committees

Section 1: Membership of Committees

The Council and/or the Chair, at his or her discretion, may establish committees to perform tasks or functions as necessary. The Chair will appoint committee members and committee chairpersons for a specified period of time.

Section 2: Committee Meetings

Committees shall comply with all applicable laws in publishing notices, agendas, and minutes and carrying out its operations and functions.

Section 3: Committee Quorum

A majority of the members of a committee shall constitute a quorum.

Section 4: Standing Committees

The Council shall have two standing committees: (1) Planning and Funding and (2) Landmark Tree. The Planning and Funding Committee shall have five members. The Landmark Tree Committee shall have five members. The Planning and Funding Committee shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF Environment's website. Meetings will be rescheduled in case of a City recognized holiday.

Section 5: The Planning and Funding Committee

The Planning and Funding Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) make recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, (3) review the Urban Forest Plan on an annual basis and make recommendations for any changes to the full Council for adoption, (4) make recommendations to

the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs, (5) will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forest activities, and (6) will review the Urban Forest Council's Budget on an annual basis and will make recommendations for any changes to the full Council for adoption.

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

Article IX - Parliamentary Procedures

At the discretion of the Chair of the Council or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Article X - Codes of Ethics

In accepting the Oath of Office, Council members shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the San Francisco Urban Forestry Council; instill in the public a sense of confidence about the Councils' conduct and intentions; uphold all laws and regulations; refrain from using their official positions to secure special advantage or benefit for themselves or others.

In order to set the highest standards of conduct, and in order to assure public confidence in the Council's operations, the Urban Forestry Council commits itself to:

- * Encouraging and promoting integrity in government by education and example;
- * Being accountable for its rules of procedure and decisions, and promoting accountability of all members of the Council and Department staff;
- * Treating all Department staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;
- * Conducting all Council business in a timely manner and in public meetings, with full disclosure of policies, procedures, and decision-making processes, except for those matters authorized under the Brown Act and the San Francisco Sunshine Ordinance to be considered in closed session; and

* Reviewing its actions, recommendations, and procedures periodically to determine whether the Council has adhered to its Code of Ethics and mission in all respects.

Article XI - Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Council by a majority vote of the Council, provided such proposed amendments are circulated in writing to all Council members and noticed to the public at least ten (10) days prior to such meeting.

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF APRIL 28, 2009, 6:00 P.M.
CITY HALL, ROOM 416**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article VIII – Committees, Section 4 to change the Landmark Tree Committee structure and noticing requirements. The amended Bylaws would now read as follows:

Article VIII – Committees

Section 4: Standing Committees

The Council shall have one standing (1) Planning and Funding Committee and one Ad Hoc committee (2) called the Landmark Tree Committee. The Landmark Tree Committee shall have five members and shall meet as needed on the second Tuesday of the month, in City Hall, Room 421, San Francisco. The Planning and Funding Committee shall have five members and shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. A notice and agenda for the Planning and Funding Committee meeting will be posted at least 72 hours before the meeting. A notice for the Landmark Tree Committee meeting will be posted 15 days before the meeting and an agenda will be posted at least 72 hours before the meeting. This information shall be posted on the Department of the Environment's website.

This is to certify that the above notice was issued and posted on April 14, 2009.

Monica Fish, Commission Secretary

04-20-09A11:10 RCVD

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GAVIN NEWSOM, MAYOR
DAVID ASSMANN, ACTING, DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

04-24-09A08:28 RCVD

Regular Meeting Notice and Agenda

GOVERNMENT
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**Tuesday, April 28, 2009 at 6:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

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Council Members: Terry Milne (Chair), Maria D'Agostino (Vice-Chair), Carolyn Blair, Mike Boss, Jocelyn Cohen, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Carla Short (San Francisco Department of Public Works), and Kelaine Vargas; **Advisory Members:** Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui **Commission Secretary:** Monica Fish

**Public comment will be taken before the Council takes action on any item.
Order of Business**

- 1. Call to Order and Roll Call.**
- 2. Adoption of Minutes of the March 27, 2009 Urban Forestry Council Regular Meeting.** (Explanatory Document: March 27, 2009 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=102256) (Discussion and Action)
- 3. Consideration and Approval of Resolution File 2009-04-UFC amending the Urban Forestry Council's Bylaws to change the Landmark Tree Committee Structure from a Standing to an Ad Hoc Committee.** (Explanatory Documents: Notice of Proposed Amendment to Bylaws http://sfgov.org/site/sfenvironment_page.asp?id=102428 and Draft Resolution File 2009-04-UFC (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-04-UFCAmendBylaws.doc>) (Discussion and Action).
- 4. Art Installation on City Hall Plaza Sycamore Trees:** Review and discussion of arborist report regarding artwork on City Hall Plaza trees and possible recommendation to the Arts Commission and Mayor's Office regarding artwork on trees (Explanatory Document: Arborist Report (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ArboristReport.doc>) (Discussion and Possible Action).

5. **Establishing a Citywide Program for Identifying Companies that do Citywide Pruning and Maintenance on Street Trees.** Speaker: Council Chair Milne (Continued Discussion from the March 27, 2009 Meeting)
6. **Illegal Topping of Trees and Billboard Visibility.** Sponsor: Member Short (Discussion)
7. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report)
8. **Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee, Chair, Carla Short
The next meeting is scheduled for Thursday, May 21, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Committee, Chair, Mike Boss
The next meeting is scheduled for Tuesday, May 12, 2009, 4:00 p.m. at City Hall, Room 421.
9. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
10. **New Business/Future Agenda Items.** (Information and Discussion).
11. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
12. **Adjournment.**

The next meeting of the Urban Forestry Council is scheduled for Friday, May 22, 2009 at 8:30 a.m., in Room 400, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sof@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

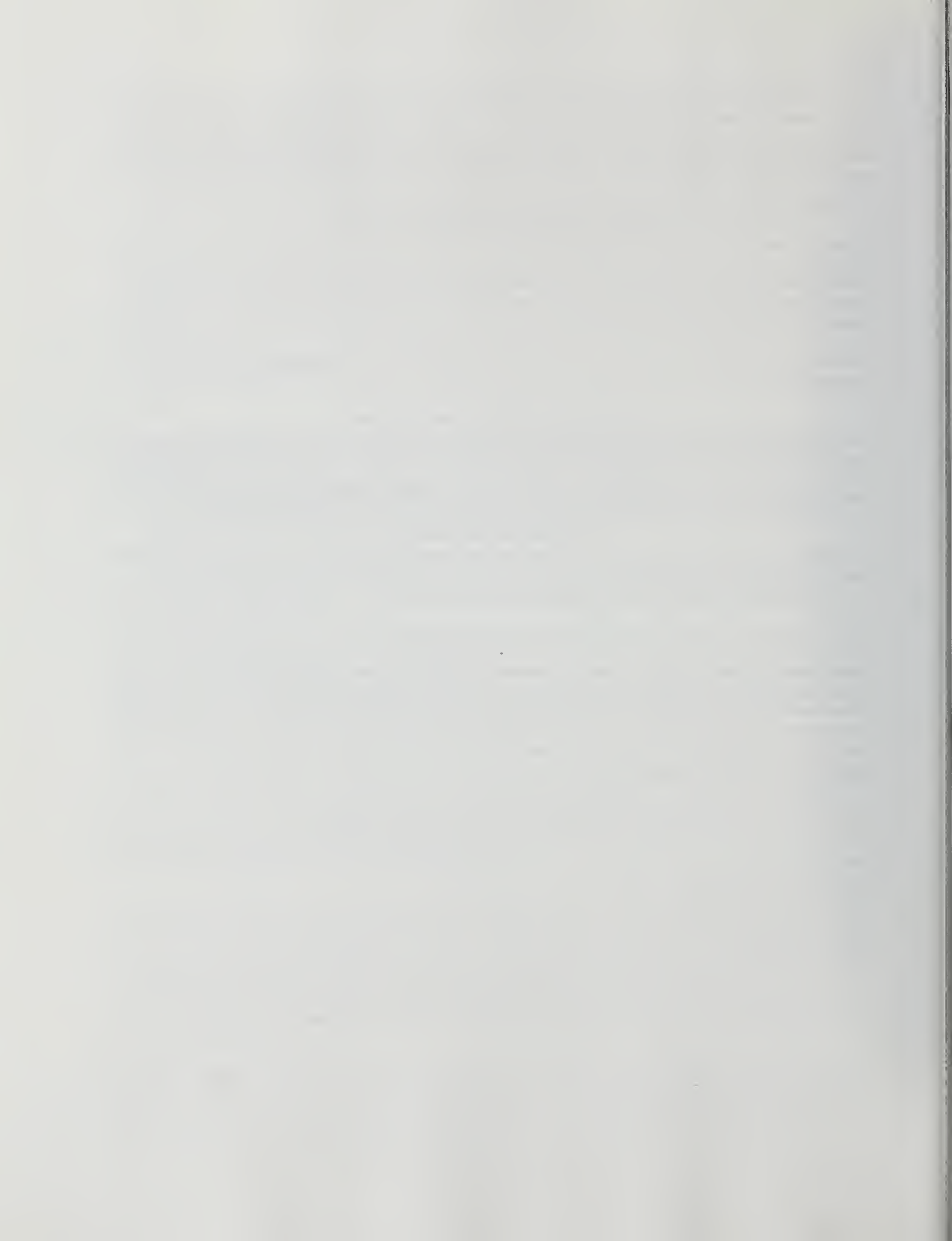
The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@sfgov.org, or at the Council's meeting agenda and minutes link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Urban Forestry Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Council and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: April 22, 2009



1 [Amendment of Urban Forestry Council Bylaws]

2
3 **Resolution amending the Urban Forestry Council's Bylaws to change the Landmark Tree**
4 **Committee structure and noticing requirements.**

5 WHEREAS, The Urban Forestry Council at its April 28, 2009 meeting considered and approved
6 changing the Council Landmark Tree Committee from a Standing Committee to an Ad Hoc Committee
7 and revise its noticing requirements to include a 15-day notice; now therefore, be it

8 RESOLVED, The Urban Forestry Council voted to approve amendments to its Bylaws Article
9 VIII - Committees, Section 4 to read as follows:

10 **Article VIII – Committees**

11 Section 4: Standing Committees

12 The Council shall have one standing (1) Planning and Funding Committee and one Ad Hoc
13 committee (2) called the Landmark Tree Committee. The Landmark Tree Committee shall have five
14 members and shall meet as needed on the second Tuesday of the month, in City Hall, Room 421, San
15 Francisco. The Planning and Funding Committee shall have five members and shall meet on the third
16 Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. A notice
17 and agenda for the Planning and Funding Committee meeting will be posted at least 72 hours before
18 the meeting. A notice for the Landmark Tree Committee meeting will be posted 15 days before the
19 meeting and an agenda will be posted at least 72 hours before the meeting. This information shall be
20 posted on the Department of the Environment's website.

21
22 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on
23 March 27, 2009.

24 _____
25 *Monica Fish, Council Secretary*

1 VOTE:
2 Ayes:
3 Noes:
4 Absent:

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**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF APRIL 28, 2009, 6:00 P.M.
CITY HALL, ROOM 416**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article VIII – Committees, Section 4 to change the Landmark Tree Committee structure and noticing requirements. The amended Bylaws would now read as follows:

Article VIII – Committees

Section 4: Standing Committees

The Council shall have one standing (1) Planning and Funding Committee and one Ad Hoc committee (2) called the Landmark Tree Committee. The Landmark Tree Committee shall have five members and shall meet as needed on the second Tuesday of the month, in City Hall, Room 421, San Francisco. The Planning and Funding Committee shall have five members and shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. A notice and agenda for the Planning and Funding Committee meeting will be posted at least 72 hours before the meeting. A notice for the Landmark Tree Committee meeting will be posted 15 days before the meeting and an agenda will be posted at least 72 hours before the meeting. This information shall be posted on the Department of the Environment's website.

This is to certify that the above notice was issued and posted on April 14, 2009.

Monica Fish, Commission Secretary



-----Original Message-----

From: Roy C. Leggitt III [mailto:]

Sent: Tuesday, March 31, 2009 12:40 AM

To: Mike Boss

Subject: Art work in sycamores at City Hall

Hi Mike,

Today I inspected the sycamore trees in the plaza fronting City Hall to consider the potential impacts from the current art work installation within them.

I have two areas of concern: 1) structural, and 2) health impacts.

Structural concerns have to do with the forces that could be placed on the sycamore trees as a result of winds. A day like today that is not windy does not concern me, but under storm conditions, or even under normal summer conditions when winds are higher, the sculptures will have a wind sail effect that could cause either limb failure or entire tree failure. Trees develop form based on mechanical needs, and when loads are increased, even healthy trees can fail. The seasonal winds with the added surface area of the sculptures is a concern.

Health impacts may be caused by shading of certain limbs. All trees appeared to have parts that are exposed, but some trees have entire limbs that have been encased by the sculptures. These limbs will not grow normally or as robust due to low light conditions, and certain limbs may die as a result. Sycamore trees require full sunlight to remain healthy, as it is sunlight that provides the energy used to produce carbohydrates needed to survive. Trees that are pollarded (cut back to stubs) such as these, need full access to sunlight even more since they must re-grow all foliage-bearing limbs each year.

These trees are just about to produce their annual growth and we are coming up on our summer windy season. To protect the trees from possible harm, it is my recommendation that the sculptures be removed from the trees immediately.

Regards,

Roy

Tree Management Experts
Consulting Arborists
CCL No. 885953

Roy C. Leggitt, III
Certified Arborist WE-0564A



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES

Tuesday, April 28, 2009, 6:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Order of Business

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draft
1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 6:02 p.m. Voting Members Present: Chair Milne, Vice-Chair D'Agostino (6:11 p.m.), Members Boss, Cohen, Hillan, LeBeau, Rodgers (6:09) Sherk (6:17), Short, and Vargas; Voting Member Excused: Member Blair; Advisory Members Excused: Members Nervo and Sustarich.
 2. **Adoption of Minutes of the March 27, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Short and second by Member Boss, the March 27, 2009 Meeting Minutes were approved without objection (AYES: Chair Milne, Members Boss, Cohen, Hillan, LeBeau, Short, and Vargas; Absent: Vice Chair D'Agostino, Members Blair, Rodgers and Sherk) (Explanatory Document: March 27, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=102256)

Item 4 was heard before Item 3.

3. **Consideration and Approval of Resolution File 2009-04-UFC amending the Urban Forestry Council's Bylaws to change the Landmark Tree Committee Structure from a Standing to an Ad Hoc Committee.** (Explanatory Documents: Notice of Proposed Amendment to Bylaws http://sfgov.org/site/sfenvironment_page.asp?id=102428 and Draft Resolution File 2009-04-UFC (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-04-UFCAmendBylaws.doc>) (Discussion and Action).

Council Chair Milne explained that changing the Landmark Tree Committee to an Ad Hoc Committee would allow the Committee to meet as needed instead of on a regular schedule. Landmark Tree Committee Chair Boss reported that there would be a savings in resources from making this change. Upon Motion by Member Hillan and second by Member LeBeau, Resolution File 2009-04-UFC amending the Council's Bylaws to change the Landmark Tree Committee structure from a Standing to an Ad Committee was approved (AYES: Vice-Chair D'Agostino, Members Boss, Hillan, LeBeau, Rodgers, Sherk, Short, and Vargas; NOES: Chair Milne and Member Cohen; Absent: Member Blair) (Explanatory Document: Resolution No. 004-09-UFC and Bylaws as adopted on April 28, 2009).

4. **Art Installation on City Hall Plaza Sycamore Trees:** Review and discussion of arborist report regarding artwork on City Hall Plaza trees and possible recommendation to the Arts Commission and Mayor's Office regarding artwork on trees (Explanatory Document: Arborist Report (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ArboristReport.doc>) (Discussion and Possible Action).

Council Members discussed positive and negative aspects of the art installation stating that it would be a good way to connect people to trees through art, but expressed concerns that tree damage would occur as a result of the installation as stated in the arborist report (see explanatory document above). Member Short questioned whether the trees would actually sustain long-term damage by the installation. Member Sherk explained that the material that is being used is willow and allows for movement and air to circulate which was confirmed by Mr. Kern of the Recreation and Park Department. Member Boss stated that the issue is

one of process: how was this determined as acceptable to do and what consideration would be given if the trees were to be landmarked in the future. Member Cohen stated that the arborist report may not be enough justification to take the installation down. Members Boss and D'Agostino suggested acquiring another arborist's opinion.

Council Chair Milne expressed his concern that the Council was not notified of the Recreation and Park Commission's public hearing to consider the installation so that comments could be provided in advance. Mr. Kern, Director of Operations, Recreation and Park Department apologized on behalf of the Department for the failure in the communication process.

Mr. Kern reported that the Recreation and Park Department was approached by the Arts Commission last year to approve the art work installation of Patrick Dougherty, an internationally-recognized artist. The artist's website showing examples of his work is www.stickwork.net. It was explained that the Recreation and Park Department has several certified arborists on staff in their Division of Urban Forestry that had several consultations on the project and went over their concerns with Mr. Dougherty who made changes to the original design to accommodate these concerns.

Mr. Kern reported that the Recreation and Park Commission under the City Charter is given the jurisdiction for permitting all things on Recreation and Park Department property. A temporary encroachment permit was considered for this installation at a public hearing held in October/November of 2008. The hearing was publicly noticed, and at that hearing, the Recreation and Park Commission issued their support for the proposal. The Commission was given assurance that the Recreation and Park Department arborist staff evaluated and made recommendations that the artist had made changes to and were confident that the trees were not going to be compromised. It was stated that the Recreation and Park Department has the same sense of stewardship of trees as the Council.

Mr. Kern reported that the encroachment permit that was issued was to have the art installation in place for a year from February 2009 through February 2010. The installation would be in place during the annual pollarding season, which is usually done in November prior to the holiday season. The permit specified that an evaluation would be done in October to ensure that pollarding can be done safely with the installation in place, and if it would, the permit would be extended to February 2010. If not, the installation would have to be removed to do the annual pollarding. Council members discussed the practice of pollarding and its effect on trees.

Ms. Kate Patterson, Project Manager Public Art, San Francisco Arts Commission, stated that she had consulted with the artist who had done a large number of similar installations all over the country and with the Recreation and Park Department who was in charge of issuing a permit. Ms. Patterson explained that she had come prepared to defend the art work but found out that the Council was not against the art work, but only had questions about the process.

Member Short requested that Ms. Patterson as the Arts Commission communications staff person work with the Arts Commission and Arts Commission members to raise concern that the Arts Commission is recommending removal permits for healthy trees so buildings can be more visible. Member Short reported that the Department of Public Works always denies these permits, and she would like to raise awareness for the Arts Commission to think of trees as an important living infrastructure.

Council Chair Milne suggested that the Chair on behalf of the Council write a letter to the Arts Commission forwarding the arborist report and summarizing the Council's comments. By consensus of the Council, the Chair was directed to write a letter to the Arts Commission.

5. Establishing a Citywide Program for Identifying Companies that do Citywide Pruning and Maintenance on Street Trees. Speaker: Council Chair Milne (Continued Discussion from the March 27, 2009 Meeting)

Member Short discussed the challenges regarding proper tree pruning on trees in the public right of way. It was explained that an adjacent property owner is often times liable for improper pruning on these trees and not the company actually doing the pruning. The property owner usually does not have any idea that improper pruning was done as they hired a company they thought was reputable. Member Short stated that the Planning and Funding Committee discussed ways to sanction certain companies or provide property owners with better information to make them more aware.

Council members discussed possible solutions, e.g., creating a licensing system, allowing only certified arborists to work on trees, providing education, establishing a site that shows pictures of good and bad examples, awareness of ISO standards, etc.. Member Short reported that a licensing system would require additional staffing and funding. Member Short stated that other municipalities provide training on proper care to volunteers or to companies and they agree to comply with established guidelines. For San Francisco, the guidelines would be the pruning standards that the Council adopted. These guidelines could be added to various websites. Sanctions could be established and if the companies fail to uphold standards, they can be banned from the list of compliant companies for a year. Member Short explained that the Department of Public Work's perspective is to do something quickly and easily such as establishing a voluntary compliance list.

Council Chair Milne recommended continuing this item to the May 22 meeting to request advice from the Deputy City Attorney.

6. Illegal Topping of Trees and Billboard Visibility. Sponsor: Member Short (Discussion)

Member Short reported that a meeting was held with the Planning Department and San Francisco Beautiful to discuss the extent of illegal cutting of trees to provide for billboard visibility. It was explained that the Public Works Code allows for fining the adjacent property owner when this occurs. In some cases, the property owner whose maintenance responsibility for the trees is not the same property owner who receives the benefits (fees from the billboard company). Ideas that were discussed included issuing notices of violation and an explanation that it is an obligation to protect trees. A billboard company may be notified that they have to reduce the height of their billboard and reminded that they cannot cut down a tree to heighten the visibility of the billboard. Another idea was to create a significantly higher fine if the illegal cutting of the tree was done for commercial gain so there would be an incentive not to do it.

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7. Staff Report. Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) Council Coordinator Hui was not present and a staff report was not provided at this time.

8. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The next meeting is scheduled for Thursday, May 21, 2009, 4:15 p.m. at City Hall, Room 421. Discussions were held during the course of the Council meeting on agenda topics discussed at the Planning and Funding Committee meeting on April 16th. No further report was given at this time.

Landmark Tree Committee, Chair, Mike Boss

Council Chair Milne reported that the Landmark Tree Committee would be considering a potential landmark tree nomination for a backyard tree at 2714 Steiner Street at a future meeting.

9. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion). All announcements were made during the course of the meeting. There were no additional announcements made at this time.

10. New Business/Future Agenda Items. (Information and Discussion).

Member Rodgers requested a future agenda item to discuss a Draft Ordinance that is being prepared with the Greening Director on a green landscaping requirement that will be made part of the Planning Code.

11. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. Adjournment. The Urban Forestry Council meeting adjourned at 7:42 p.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved:

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES

GOVERNMENT
DOCUMENTS DEPT

Tuesday, April 28, 2009, 6:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

JUN - 2 2009

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Order of Business

- EF
E84.90
#3
4/28/09
approved
1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 6:02 p.m. Voting Members Present: Chair Milne, Vice-Chair D'Agostino (6:11 p.m.), Members Boss, Cohen, Hillan, LeBeau, Rodgers (6:09) Sherk (6:17), Short, and Vargas; Voting Member Excused: Member Blair; Advisory Members Excused: Members Nervo and Sustarich.
 2. **Adoption of Minutes of the March 27, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Short and second by Member Boss, the March 27, 2009 Meeting Minutes were approved without objection (AYES: Chair Milne, Members Boss, Cohen, Hillan, LeBeau, Short, and Vargas; Absent: Vice Chair D'Agostino, Members Blair, Rodgers and Sherk) (Explanatory Document: March 27, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=102256)

Item 4 was heard before Item 3.

3. **Consideration and Approval of Resolution File 2009-04-UFC amending the Urban Forestry Council's Bylaws to change the Landmark Tree Committee Structure from a Standing to an Ad Hoc Committee.** (Explanatory Documents: Notice of Proposed Amendment to Bylaws http://sfgov.org/site/sfenvironment_page.asp?id=102428 and Draft Resolution File 2009-04-UFC (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-04-UFCAmendBylaws.doc>) (Discussion and Action).

Council Chair Milne explained that changing the Landmark Tree Committee to an Ad Hoc Committee would allow the Committee to meet as needed instead of on a regular schedule. Landmark Tree Committee Chair Boss reported that there would be a savings in resources from making this change. Upon Motion by Member Hillan and second by Member LeBeau, Resolution File 2009-04-UFC amending the Council's Bylaws to change the Landmark Tree Committee structure from a Standing to an Ad Committee was approved (AYES: Vice-Chair D'Agostino, Members Boss, Hillan, LeBeau, Rodgers, Sherk, Short, and Vargas; NOES: Chair Milne and Member Cohen; Absent: Member Blair) (Explanatory Document: Resolution No. 004-09-UFC and Bylaws as adopted on April 28, 2009).

4. **Art Installation on City Hall Plaza Sycamore Trees:** Review and discussion of arborist report regarding artwork on City Hall Plaza trees and possible recommendation to the Arts Commission and Mayor's Office regarding artwork on trees (Explanatory Document: Arborist Report (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ArboristReport.doc>) (Discussion and Possible Action).

Council Members discussed positive and negative aspects of the art installation stating that it would be a good way to connect people to trees through art, but expressed concerns that tree damage would occur as a result of the installation as stated in the arborist report (see explanatory document above). Member Short questioned whether the trees would actually sustain long-term damage by the installation. Member Sherk explained that the material that is being used is willow and allows for movement and air to circulate which was confirmed by Mr. Kern of the Recreation and Park Department. Member Boss stated that the issue is

one of process: how was this determined as acceptable to do and what consideration would be given if the trees were to be landmarked in the future. Member Cohen stated that the arborist report may not be enough justification to take the installation down. Members Boss and D'Agostino suggested acquiring another arborist's opinion.

Council Chair Milne expressed his concern that the Council was not notified of the Recreation and Park Commission's public hearing to consider the installation so that comments could be provided in advance. Mr. Kern, Director of Operations, Recreation and Park Department apologized on behalf of the Department for the failure in the communication process.

Mr. Kern reported that the Recreation and Park Department was approached by the Arts Commission last year to approve the art work installation of Patrick Dougherty, an internationally-recognized artist. The artist's website showing examples of his work is www.stickwork.net. It was explained that the Recreation and Park Department has several certified arborists on staff in their Division of Urban Forestry that had several consultations on the project and went over their concerns with Mr. Dougherty who made changes to the original design to accommodate these concerns.

Mr. Kern reported that the Recreation and Park Commission under the City Charter is given the jurisdiction for permitting all things on Recreation and Park Department property. A temporary encroachment permit was considered for this installation at a public hearing held in October/November of 2008. The hearing was publicly noticed, and at that hearing, the Recreation and Park Commission issued their support for the proposal. The Commission was given assurance that the Recreation and Park Department arborist staff evaluated and made recommendations that the artist had made changes to and were confident that the trees were not going to be compromised. It was stated that the Recreation and Park Department has the same sense of stewardship of trees as the Council.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved: May 22, 2009

[Amendment of Urban Forestry Council Bylaws]

**Resolution amending the Urban Forestry Council's Bylaws to change the Landmark Tree
Committee structure and noticing requirements.**

WHEREAS, The Urban Forestry Council at its April 28, 2009 meeting considered and approved changing the Council Landmark Tree Committee from a Standing Committee to an Ad Hoc Committee and revise its noticing requirements to include a 15-day notice; now therefore, be it

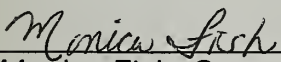
RESOLVED, The Urban Forestry Council voted to approve amendments to its Bylaws Article VIII - Committees, Section 4 to read as follows:

Article VIII – Committees

Section 4: Standing Committees

The Council shall have one standing (1) Planning and Funding Committee and one Ad Hoc committee (2) called the Landmark Tree Committee. The Landmark Tree Committee shall have five members and shall meet as needed on the second Tuesday of the month, in City Hall, Room 421, San Francisco. The Planning and Funding Committee shall have five members and shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. A notice and agenda for the Planning and Funding Committee meeting will be posted at least 72 hours before the meeting. A notice for the Landmark Tree Committee meeting will be posted 15 days before the meeting and an agenda will be posted at least 72 hours before the meeting. This information shall be posted on the Department of the Environment's website.

I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on April 28, 2009.



Monica Fish, Council Secretary

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MAY - 6 2009

Urban Forestry Council

Page 1
April 28, 2009

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1 VOTE: Approved 8-2 (1 Absent)

2 Ayes: Members Boss, D'Agostino, Hillan, LeBeau, Rodgers, Sherk, Short, and Vargas

3 Noes: Members Cohen and Milne

4 Absent: Member Blair

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SAN FRANCISCO URBAN FORESTRY COUNCIL

BYLAWS

Article I – Identification

Article II – Creation and Mission

Article III – Urban Forestry Council

Article IV – Officers

Article V – Council Staff

Article VI – Meetings

Article VII – Voting

Article VIII – Committees

Article IX – Parliamentary Procedures

Article X – Code of Ethics

Article XI – Amendment of Bylaws

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MAY - 6 2009

URBAN FORESTRY COUNCIL BYLAWS

Article I - Identification

Section 1: Name

The Urban Forestry Council

Section 2: Compliance with Applicable Laws

The Council shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Council shall use the Department of the Environment's website.

Article II – Creation and Mission

Section 1: The Urban Forestry Council

The Urban Forestry Council was established for the purpose of guiding the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety (San Francisco Environment Code Chapter 12 Sec. 1200(b)). The Council will carry out the duties specified in the ordinance so as to protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future (San Francisco Environment Code Chapter 12 Sec. 1200(a)).

Article III – Urban Forestry Council

Section 1: Number

Council members will represent the full range of urban forest stakeholders including city agencies, non-profit organizations, tree management organizations, and community members. The Council shall be composed of eleven voting members and four advisory members. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Section 2: Term of Appointment

Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the

pleasure of the body that appoints each Council member as specified by ordinance. The body that appoints Council members also may appoint at-large members to serve any unfilled Council positions (San Francisco Environment Code Chapter 12 Sec. 1202(b)).

Section 3: Compensation

Council members shall serve without compensation (San Francisco Environment Code Chapter 12 Sec. 1202(g)).

Section 4: Purpose and Responsibilities

- (1) Develop, adopt, and update a long-term comprehensive Urban Forestry Plan that assists with the formulation of legislation and policy for the management of the City's public and private trees.

The plan will include, but not be limited to:

- a) An inventory of physical resources and existing programs.
- b) The results of an assessment of the general public and San Francisco decision makers that reflects opinions on the state and future of the urban forest.
- c) A benefit/cost analysis.
- d) Recommendations for future policy, operational and legislative actions.
- e) Best Management Practices

- (2) Facilitate coordination among agencies with tree management responsibilities.

- a) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forest concerns.
- b) Review project plans for major publicly sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies.
- c) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction.
- d) Advise agencies with tree management responsibilities in their efforts to incorporate and follow the Urban Forestry plan guidelines, best management practices, and other Council recommendations and policies.
- e) Facilitate the cooperative interaction of tree-related activities among various City, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public.

- (3) Report on the state of the urban forest.

- a) Prepare or facilitate the plans and reports as set forth in the Urban Forestry Council Ordinance.
 - i) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest.

ii) City agencies and any non-profit organizations that accept city funding shall report to the Council no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees that they manage.

(4) Ensure adherence to Urban Forestry Council Policies, Guidelines or Standards.

- a) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forestry Plan or best management practices shall explain their reasoning at a public hearing before the Council.
- b) Enforce procedures to address the Council in the public hearing process.

(5) Foster Public Education and Outreach

- a) Encourage early and continuous public participation in urban forest projects and programs that includes consideration of neighborhood interests.
- b) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forest issues.
- c) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment.

(6) Develop and Promote Best Management Practices

- a) Develop and adopt tree planting and maintenance standards.
- b) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees.
- c) Adopt guidelines for protecting trees during project design and construction.

(7) Funding Assessment

- a) Identify funding and staffing needs and opportunities for urban forest programs.
- b) Help secure and encourage commitment of adequate resources for tree programs.
- c) Develop and adopt a city-wide budget for the health and well-being of San Francisco's urban forest.

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Article IV - Officers

Section 1: Officers

The officers of the Council are a Chair and Vice-Chair. The Chair and Vice-Chair shall serve at the pleasure of the Council.

Section 2: Term of Office

The term of each office shall be one year.

Section 3: Nomination and Election of Officers

A. Elections for officers shall be conducted at the meeting of the Council in April of each year. At the Council meeting held in March of each year, any Council member interested in running for office shall state publicly his or her interest and willingness to run for a specific office. Such Council members, and any other Council members nominated at the March meeting, shall be candidates for office.

B. If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Council shall conduct an election for Chair at the next regular meeting to fill the vacancy. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held. Any Council members nominated at a meeting at which a special election is held shall be candidates for office.

Section 4: General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Section 5: General Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described above, in Section 4 of this article.

Article V - Council Staff

Section 1: Council Coordinator

A coordinator from the Department of the Environment who is hired by the Director of the Department of the Environment shall staff the Council. The Coordinator shall attend all meetings of the Council. The Coordinator's responsibilities shall include, but not be limited to, the following:

- (1) Fundraising;
- (2) Developing and drafting guidelines for adoption;
- (3) Preparing staff and annual reports;
- (4) Coordinating with other agencies; and
- (5) Compiling information from local governmental agencies to track their budgets, and to develop an annual city-wide tree management budget for reporting purposes (San Francisco Environment Code Chapter 12 Sec. 1208(a)).

Section 2: Council Secretary

The staff of the Department of the Environment shall include a Council Secretary, who is assigned by the Director of the Department of the Environment. The Council Secretary shall attend all meetings of the Council. Under the supervision of the Chair, the Council Secretary is responsible for the proper recording and distribution of all Council actions, correspondence, and agendas, and ensuring that the Council meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities.

Section 3: Legal Advisor

The City Attorney, or his or her designee, shall be the legal advisor to the Council. If the City Attorney determines in writing that he or she cannot, consistent with the Rules of Professional Conduct, provide advice sought by the Council, the City Attorney may recommend that the Council retain outside counsel.

Article VI - Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of the voting membership shall constitute a quorum. The affirmative vote of a majority of the voting members shall be required for the approval of any matter. Therefore, based on the original membership of eleven voting members, six members constitute a quorum. Likewise, six affirmative votes are required for the approval of any matter.

Section 2: Public Participation

The Council shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Council shall be permitted to be heard.

The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance. Each agenda for meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the Council's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except that, at the Chair's discretion, the Public Comment can be heard earlier in the agenda.

Section 3: Meeting Minutes

Minutes shall be taken at every regular and special Council meeting and shall be approved by the majority vote of the Council.

Section 4: Records Retention

The Council shall utilize the Department of Environment's record retention and destruction policy.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 8:30 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 6:00 p.m. at City Hall, Room 416 beginning in March 2009. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 72 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Section 7: Closed Sessions

The Council is authorized to hold closed (non-public) sessions at regular and special meetings as provided by law.

Section 8: Special Meetings

The Chair of the Council may call special meetings to address specific matters. Such special meetings shall be properly noticed in accordance with applicable laws and ordinances.

Article VII - Voting

Section 1: Voting and Abstention

Each member present at a Council or committee meeting shall vote “yes” or “no” when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Council member has a conflict of interest, which precludes participation in a vote, is determined on a case-by-case basis and, to the extent possible, in consultation with a legal advisor from the City Attorney’s office.

Article VIII - Committees

Section 1: Membership of Committees

The Council and/or the Chair, at his or her discretion, may establish committees to perform tasks or functions as necessary. The Chair will appoint committee members and committee chairpersons for a specified period of time.

Section 2: Committee Meetings

Committees shall comply with all applicable laws in publishing notices, agendas, and minutes and carrying out its operations and functions.

Section 3: Committee Quorum

A majority of the members of a committee shall constitute a quorum.

Section 4: Standing Committees

Article VIII – Committees

Section 4: Standing Committees

The Council shall have one standing (1) Planning and Funding Committee and one Ad Hoc committee (2) called the Landmark Tree Committee. The Landmark Tree Committee shall have five members and shall meet as needed on the second Tuesday of the month, in City Hall, Room 421, San Francisco. The Planning and Funding Committee shall have five members and shall meet on the third Thursday of each month from 4:15 pm to 5:45 pm, in City Hall, Room 421, San Francisco. A notice and agenda for the Planning and Funding Committee meeting will be posted at least 72 hours before the meeting. A notice for the Landmark Tree Committee meeting will be posted 15 days before the meeting and an agenda will be posted at least 72 hours before the meeting. This information shall be posted on the Department of the Environment’s website.

Section 5: The Planning and Funding Committee

The Planning and Funding Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) make recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, (3) review the Urban Forest Plan on an annual basis and make recommendations for any changes to the full Council for adoption, (4) make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs, (5) will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forest-activities, and (6) will review the Urban Forest Council's Budget on an annual basis and will make recommendations for any changes to the full Council for adoption.

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

Article IX - Parliamentary Procedures

At the discretion of the Chair of the Council or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Article X - Codes of Ethics

In accepting the Oath of Office, Council members shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the San Francisco Urban Forestry Council; instill in the public a sense of confidence about the Councils' conduct and intentions; uphold all laws and regulations; refrain from using their official positions to secure special advantage or benefit for themselves or others.

In order to set the highest standards of conduct, and in order to assure public confidence in the Council's operations, the Urban Forestry Council commits itself to:

- * Encouraging and promoting integrity in government by education and example;
- * Being accountable for its rules of procedure and decisions, and promoting accountability of all members of the Council and Department staff;

* Treating all Department staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;

* Conducting all Council business in a timely manner and in public meetings, with full disclosure of policies, procedures, and decision-making processes, except for those matters authorized under the Brown Act and the San Francisco Sunshine Ordinance to be considered in closed session; and

* Reviewing its actions, recommendations, and procedures periodically to determine whether the Council has adhered to its Code of Ethics and mission in all respects.

Article XI - Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Council by a majority vote of the Council, provided such proposed amendments are circulated in writing to all Council members and noticed to the public at least ten (10) days prior to such meeting.



SF Environment



GAVIN NEWSOM, MAYOR
DAVID ASSMANN, ACTING DIRECTOR

05-19-09A08:05 RCVD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

**GOVERNMENT
DOCUMENTS DEPT**

**Regular Meeting Notice and Agenda
Friday, May 22, 2009 at 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

MAY 19 2009

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Council Members: Terry Milne (Chair), Maria D'Agostino (Vice-Chair), Carolyn Blair, Mike Boss, Jocelyn Cohen, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Carla Short (San Francisco Department of Public Works), and Kelaine Vargas; Advisory Members: Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui

Commission Secretary: Monica Fish

**Public comment will be taken before the Council takes action on any item.
Order of Business**

- 1. Call to Order and Roll Call.**
- 2. Adoption of Minutes of the April 24, 2009 Urban Forestry Council Regular Meeting.**
(Explanatory Document: April 24, 2009 Draft Minutes
http://sfgov.org/site/sfenvironment_page.asp?id=104071) (Discussion and Action)
- 3. Review of the Annual Urban Forest Report Survey.** The Council will review and make recommendations to improve the survey and accompanying cover letter which is used to gather data for the annual Urban Forest Report. (Explanatory Documents: Questionnaire Cover Letter (Word)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionnairecoverletter.doc and Questionnaire Template (Word)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionnairetemplate.doc) (Discussion and Possible Action)
- 4. Urban Forestry Council Budget.** The Committee will discuss the state of the Urban Forestry Council Budget for Fiscal Year 2009-2010. (Discussion)
- 5. Establishing a Citywide Program for Identifying Companies that do Citywide Pruning and Maintenance on Street Trees.** (Continued Discussion from the April 28, 2009 Meeting) Speakers: Council Chair Milne and Deputy City Attorney Alicia Cabrera

11 Grove Street, San Francisco, California 94102

www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

6. **Illegal Topping of Trees and Billboard Visibility.** (Continued Discussion from the April 28, 2009 Meeting) Sponsor: Member Short; Speakers: Council Member Short, Council Chair Milne and Deputy City Attorney Alicia Cabrera (Discussion)
7. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report)
8. **Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee, Chair, Carla Short
The next meeting is scheduled for Thursday, June 18, 2009, 4:15 p.m. at City Hall, Room 421.
Landmark Tree Committee, Chair, Mike Boss—Meetings are held as needed.
9. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
10. **New Business/Future Agenda Items.** (Information and Discussion).
11. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
12. **Adjournment.**

The next meeting of the Urban Forestry Council is scheduled for Tuesday, June 23, 2009 at 6:00 p.m., in Room 416, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Council's meeting agenda and minutes link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Urban Forestry Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Council and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: May 17, 2009



SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

July 1, 2008

Subject: Urban Forestry Council Annual Report Questionnaire

Dear _____:

The Urban Forestry Council is required to issue an Annual State of the Urban Forest Report as described in Section 5.329(b) of the Urban Forestry Council Ordinance. As a result, the Council is surveying city agencies and community groups about their tree planting, maintenance, management and related planning. Please complete the questionnaire and return it to the Urban Forestry Council Coordinator by Monday, July 14th, 2008.

The Mayor and Board of Supervisors will read the information you provide about your agency's tree management activities. This is an opportunity to outline specific accomplishments and challenges. It is advantageous to provide detailed information.

If you are participating in this report for the first time, the Council strongly encourages you to fill out the attached questionnaire as thoroughly as possible. The questionnaire is intended to gather information regarding the state of San Francisco's urban forest. Specifically, we are seeking information about trees under your jurisdiction within the City and County of San Francisco, that you have some responsibility for planting, maintaining, or managing, or that may be included in your planning efforts.

If you responded in the past, the Council thanks you for your cooperation. Your input was, and continues to be, critical in the construction of the annual Urban Forest Report.

We will send you the final report, which incorporates the responses to this questionnaire. Please be advised that any information provided will be available to the public.

The Urban Forestry Council thanks you for your efforts in caring for San Francisco's trees, and we look forward to working with you.

If you have any questions or comments, please call Mei Ling Hui at 415-355-3731.

A staff member will contact you prior to July 7th to answer any questions you may have and help facilitate completion of the questionnaire. Please e-mail your responses to meiling.hui@sfgov.org

Respectfully,

Mei Ling Hui, Urban Forestry Council Coordinator

Attachments: Urban Forestry Council Ordinance, Questionnaire

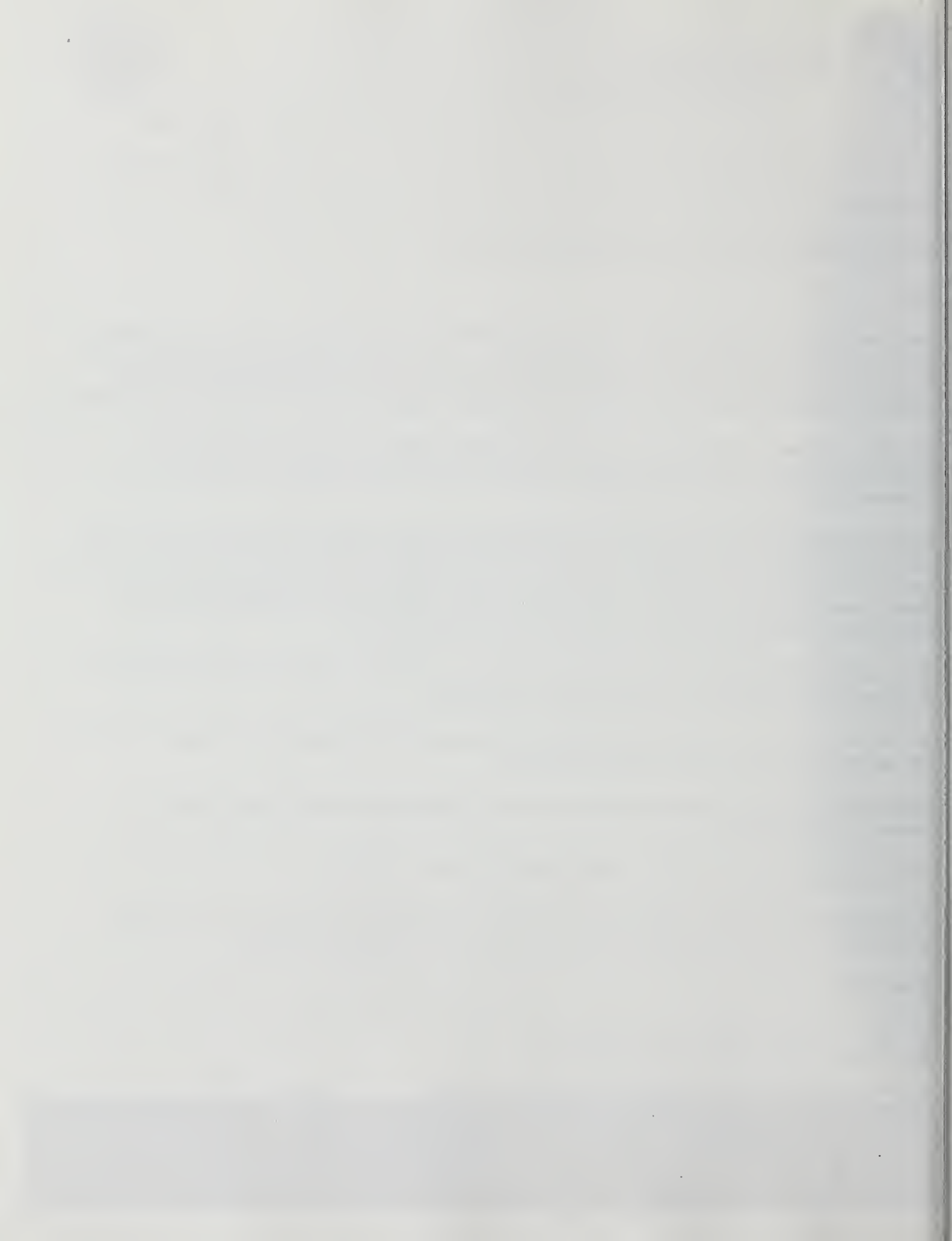
Department of the Environment, City and County of San Francisco

11 Grove Street, San Francisco, CA 94102

Telephone: (415) 355-3700 • Fax: (415) 554-6393

Email: environment@sfgov.org • www.sfenvironment.com

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Annual Report to the San Francisco Urban Forest Council
July 1, 2007 through June 30, 2008

Organization/Agency:

Contact name/title:

Address:

Phone:

Fax:

Email:

Please describe your organization/agency's urban forest related activities within the City and County of San Francisco:

Please describe the location of the trees under the jurisdiction of your organization/agency. What is the total area of the land space that your organization/agency is responsible for?

How many trees is your organization/agency responsible for?

☐ 1-10

☐ 11-100

☐ 101-1000

☐ 1001-10,000

☐ Greater than 10,000

Does your organization/agency respond to service requests from the general public or other organizations or agencies? What is the nature of the requests that your organization/agency responds to? How does your organization/agency respond?

Additional information:

Please describe what you see as your greatest need or priority for that part of the urban forest most relevant to your agency/organization.

What is your greatest concern regarding the overall health, general care, or population of the part of the urban forest your organization/agency is responsible for?

What is the limitations does your organization/agency have that affect the above concerns?

How could these concerns and limitations be addressed?

Does your organization/agency have adequate staffing and funding to properly maintain the part of the urban forest your organization/agency is responsible for? What would be adequate? How many urban forest related staff positions does your organization/agency have?

Additional information:

Describe any National, State, or local legal mandates imposed on your organization/agency.

National mandates

State mandates

Local mandates

Other

Additional information:

Describe current policies, programs or guidelines that your organization/agency follows. Please include copies of these documents with this form.

What are your major program areas?

How are your programs structured?

How are work plans created?

How are service requests received and processed?

How are the services provided by your organization/agency tracked?

What are your organization/agency's reporting requirements and how are they met?

Additional information:

What can the Urban Forestry Council do for your organization/agency?

<p>List sources of funding for current reporting period (7-01-07 through 6-30-08) for urban forest related activities in the City and County of San Francisco including planting, pruning and removal of trees and repair to sidewalks.</p>	<p>City:</p>
<p>Budget for tree planting, include establishment period care if applicable:</p>	<p>State:</p>
<p>Budget for tree care, including infrastructure maintenance if applicable:</p>	<p>Federal:</p>
<p>Budget for education, volunteer programs or related programs:</p>	<p>Foundation Grants:</p>
<p>Other expenses:</p>	<p>Private Donations:</p>
<p>Total urban forest related budget for work in the City and County of San Francisco:</p>	<p>Total organization/agency budget for work in the City and County of San Francisco:</p>

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES

Friday, May 22, 2009, 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 8:32 a.m. Voting Members Present: Chair Milne, Vice-Chair D'Agostino, Members Boss, Hillan, LeBeau, Rodgers, Sherk (9:00), Short (8:39), and Vargas; Voting Members Excused: Members Blair and Cohen; Advisory Members Present: Members Nervo and Sustarich.
2. **Adoption of Minutes of the April 24, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Council Member Rodgers and second by Council Member Hillan, the April 24, 2009 Meeting Minutes were approved without objection (Ayes: Council Chair Milne, Vice-Chair D'Agostino, Members Boss, Hillan, LeBeau, Rodgers, and Vargas; Noes: None; Absent: Members Blair, Cohen, Sherk and Short) (Explanatory Document: April 24, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=104071).
3. **Review of the Annual Urban Forest Report Survey.** The Council will review and make recommendations to improve the survey and accompanying cover letter which is used to gather data for the annual Urban Forest Report. (Explanatory Documents: Questionnaire Cover Letter (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionnairecoverletter.doc and Questionnaire Template (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionnairetemplate.doc) (Discussion and Possible Action)

Council Coordinator Hui reported that the Planning and Funding Committee at their May 21 meeting recommended that the cover letter contain stronger language on the requirement to submit a response to the survey and had recommended formatting changes. Council Chair Milne reported that it is an ordinance requirement to prepare an Annual Report to the Board of Supervisors and Mayor. Member D'Agostino reported that San Francisco was just established as a "Tree City" and recommended that the cover letter include a sentence that states that receiving survey information is important in retaining its future status. Council members and the Council Coordinator discussed the need to review the contact list at the next Planning and Funding Committee meeting in order to identify the appropriate person to receive the survey. Member D'Agostino recommended adding PG&E and San Francisco State University to the list of agencies. Member Vargas recommended that the first sentence in the cover letter explain how this process could benefit these agencies and the urban forest.

Coordinator Hui reported that the Planning and Funding Committee also recommended revising the survey by (1) adding a first question asking what if any significant changes have taken place within the agency or organization's urban forest program; (2) formatting for ease of input; and (3) requesting a specific or approximated number of trees the agency is responsible for instead of checkboxes with a range. Council Members provided additional recommendations for revision of the survey which included: (1) Coordinator Hui reported that Member Cohen requested adding choices as to what the Urban Forestry Council can do for you and adding a list of possibilities with a ranking system of importance; (2) Member Hillan requested a review on the relevance of the questions and provided recommendations on formatting, organization,

sentence and word structure, capitalization, and modifications to content; (3) Vice-Chair D'Agostino recommended reorganizing or rephrasing the questions so that answers that are sought after are more readily provided. Member Boss inquired whether on the question of what the Council can do for you—whether the Council is prepared to respond to those requests with limited staff, time, and budget considerations. Coordinator Hui reported that most of the requests submitted from previous reports were requests for educational opportunities. Member Short recommended that this question be retained in order to provide information to the Council on how they can be more relevant, but suggested that it could be rephrased.

Council Coordinator Hui reported that all information that agencies provided had been included in the previous Annual Report. Member D'Agostino suggested that a PhD. student from Cal who prepared a survey on urban forestry practices in 50 bay area cities be consulted as he had received a high response rate. Member Rodgers recommended sending the survey to the director of each department and to copy the person who represents the Council to confirm that it has been filled out. Member Sustarich recommended sending the survey to all three PUC enterprises instead of just one.

Council Coordinator Hui reported that she would present a revised cover letter and survey at the June 23 Council meeting for review before it is sent to agencies.

4. Urban Forestry Council Budget. The Committee will discuss the state of the Urban Forestry Council Budget for Fiscal Year 2009-2010. (Discussion)

Council Coordinator Hui reported that the Planning and Funding Committee at their May 21 meeting held a discussion on identifying ways to ensure that the Council is funded. It was explained that at this time, budget hearings are ongoing and commitment for funding from all of the funding agencies have not yet been made. A response has been received from two agencies, Recreation and Park Department (\$5000) and the Airport (\$1000) of the six that were approached for funding (Public Utilities Commission (PUC), Planning, Department of Public Works (DPW), and the Redevelopment Agency). The Department always requests \$25,000 from each agency with the exception of the Airport, which only \$1000 is requested. It is expected that the Council would receive \$25,000 from the PUC, \$2000 from Planning, and \$22,356 from DPW, which is roughly half of what the Council needs for staffing. Thirty-eight percent of the Coordinator's time would be allocated to a different program, and the rest would be allocated to the Council. It is a possibility that there would be less or no funding for the Council Secretary's time in the next fiscal year.

Council Chair Milne inquired whether it was a requirement that the six funding departments actually provide funding. It was explained that the Supervisors cut a percentage of agency contributions in the previous fiscal year because of the budget shortfall. Chair Milne recommended that the Council lobby the Supervisors to encourage departments to provide funding and also explore other means of funding such as grants or outside intervention. It was explained that previous efforts were not successful because grantees are more interested in funding forestry programs, not administration of programs. Member Sherk suggested reviewing the opportunity to request funding from other departments and asking whether it is legal to receive donations from individuals. Member D'Agostino recommended researching grant opportunities for education and outreach that administrative fees could be built into.

Deputy City Attorney Cabrera advised that requests for funding can be expanded to other departments, but believes that unless they are somehow affected by the Council, they may or may not contribute, and it would be discretionary, not binding. It was explained that the Urban Forestry Council ordinance indicates that if money is available to funding agencies, they can support the Council, but it is not mandatory that they do so. Donations may be accepted but may have to be approved by the Board of Supervisors depending on a threshold amount, which she believes to be \$10,000.

Council Coordinator Hui recommended that Council members attend budget hearings of funding agencies to encourage funding to continue. Chair Milne requested a schedule of meetings that Coordinator Hui agreed to provide. Member Short recommended that the Council direct the Chair to write a letter to members of the Board, Mayor, and agency heads emphasizing the importance of funding this advisory body. Member Sherk recommended that Council members create a list of reasons why the Council is valuable and should be funded. Member Vargas recommended explaining how the Council is relevant to the funding agency and how the funding would be used. Coordinator Hui explained that the Department issues budget justification letters every quarter and meetings are held every Tuesday to discuss funding and Council comments. Council Chair Milne reported that he would create a letter as requested.

Items 5 and 6 were heard together.

5. Establishing a Citywide Program for Identifying Companies that do Citywide Pruning and Maintenance on Street Trees. (Continued Discussion from the April 28, 2009 Meeting) Speakers: Council Chair Milne and Deputy City Attorney Alicia Cabrera

Council Chair Milne discussed the Council's discussion on the possibility of creating a voluntary list of approved contractors who agree to uphold established standards for tree care. Deputy City Attorney Cabrera reported that any type of program would essentially require a permitting process and any contractor removed from the list would be allowed to appeal before the Board of Permit Appeals if the permit were to be rescinded for improper compliance. It was explained that approved contractors could be required to abide by the pruning standards that have been adopted by the City, and there would be clear guidelines as to what that would entail. However, that would require a department to oversee and implement the program. Another option that would be more feasible from a legal standpoint would be to require that only certified arborists work on City trees. It was indicated that this possibility may not be something that the Council would like to do as there are tree people that are not arborists that do a great job and there are certified arborists that still top trees. Council Chair Milne explained that there would have to be an administrative system in place in order to maintain a compliance list, which would mean funding for administration. Member LeBeau inquired if the compliant list can be published. Deputy City Attorney Cabrera explained that there could be a list of contractors whose permits have been revoked.

Deputy City Attorney Cabrera reported that an ordinance would have to be in place that would require that only people that meet established criteria and hold a permit can work on City trees. In addition, there would have to be stiff fines/penalties that would have to be established by ordinance. Vice-Chair D'Agostino reported that many cities in the area have a work-verified list which is not a permitting system, but is a published list of people who voluntarily agree to meet certain requirements, so there is no permit to give, take away, or a possibility of appeals. Deputy City Attorney Cabrera reported that this option was discussed, but it was decided that there is a risk of litigation not in establishing a list, but from people who are taken off the list. When you take someone off without established rules or regulation, it could be seen as arbitrary and capricious and can be seen as interfering with their livelihood. There may also be a tort that would allow them to sue the City for interfering with their economic perspective advantage.

Vice-Chair D'Agostino recommended that the Western Chapter, which has a reporting system in place, be the body that would be doing the removals instead of the City. Deputy City Attorney Cabrera reported that she would investigate this possibility, but believes that regardless of who pulls the name off the list, unless it is a body that oversees the field in general, it would be hard to argue that the City itself was not acquiescent to that particular action, and the City would be doing that action itself. Member Short explained that if the Western Chapter were involved, it would have to be related to certified arborists and then there would be concern for limiting who could work on trees. Member Short reported that San

Francisco's standards are similar to ISA standards, but not quite as strong. It was suggested that a voluntary list could require certification and ISA could be the enforcement agency, but there could be some reference that someone from that list does not have to be used, which would allow for others to do the work. Deputy City Attorney Cabrera stated that she could not identify a compliance procedure established by ISA but would review whether one was available. It was explained that this process would be endorsing all the certified arborists that want to be on this list and all the people that don't meet that requirement or who do a good job on City trees would not be included. Member Sustarich reported that many City workers are not certified arborists and many approved vendors that do tree work for the City are not certified arborists. If this process were to be mandated, it would limit tree work in the City, which is already a problem.

Vice-Chair D'Agostino stated that providing a list does not mean that it is an endorsement, it is a list of people who have volunteered to comply. Deputy City Attorney Cabrera indicated that an ordinance can be written that would allow for exceptions; however, the risk for litigation is only when you start taking people off the list. If ISA were to be the agency that would be doing the removals from the list, the City would have to say that only certified arborists could work on trees, and the Council is not going in that direction. Deputy City Attorney Cabrera indicated that she does not see the difference between a voluntary list and endorsement.

Council Chair Milne stated that there would have to be funding available for administration of this process to review the list, take phone calls for damage, put people back on the list, prepare for hearings at the Board of Appeals, etc. Member Hillan stated that if there was one business that was reported, but another was not, there could be potential for a lawsuit. Member Rodgers explained that there would be cost for initial set up of the system; however there could be full cost recovery for processing the permits once the system has been established. Chair Milne suggested exploring more efficient enforcement of DPW's system that is in place now. It was explained that at this time, a lot of the blame falls on the property owner who did not do anything wrong, so that is why this process is being explored. More efficient enforcement of the existing regulations could help with some of these tree maintenance issues which may require setting up a new administration or establishing a new ordinance.

6. Illegal Topping of Trees and Billboard Visibility. (Continued Discussion from the April 28, 2009 Meeting) Sponsor: Member Short; Speakers: Council Member Short, Council Chair Milne and Deputy City Attorney Alicia Cabrera (Discussion)

Council Chair Milne reported on a meeting attended with Member Short and Coordinator Hui with City Attorneys a week ago to explore potential ways to address this problem. Deputy City Attorney Cabrera stated that the Council could start a letter writing campaign to the billboard owners and sponsors to bring to their attention that trees were topped and show pictures, without actually issuing an accusation. This option would bring awareness to what is happening. The problems that could arise from a legal standpoint, is that someone may be accused without any evidence to substantiate the claim. Council members could go to each individual site where trees were topped and request the name of the owner of that particular billboard so that a letter could be issued. It was explained that the Planning Department would have this information available.

7. Staff Report. Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report).

Coordinator Hui presented a staff report on (1) the monthly meeting with the Mayor's Office that was previously cancelled and would be scheduled for May 26; (2) website updates that were made to include

the most current landmark tree evaluation forms; (3) landmark tree tour date discussions; (4) distribution of the landmark tree certificate awaiting final approval from Chair and then would be sent to everybody that has a landmark tree; (6) withdrawal of nomination for the Moreton Bay fig tree by owner; (7) annual pruning workshop scheduled for June 12; (8) collaboration with the Public Library on urban forestry projects; (9) Annual Urban Forest Report surveys to be sent out on July 30 after review by the Council; (10) San Francisco Foundation grant award of \$15,000 for the SF Gleaning Project; and work with the Department's Climate Action Coordinator to explore other funding options. Additional information can be accessed in the Staff Report.

8. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The next meeting is scheduled for Thursday, June 18, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Committee, Chair, Mike Boss—Meetings are held as needed.

Planning and Funding Committee Chair Short reported that the Planning and Funding Committee discussed the possibility of establishing a citywide tree pruning maintenance list, the Annual Report Survey, and Council budget at their May 21 meeting. One suggestion that was made was to put together a book of bad pruning examples of before and after pictures to enlighten the Board of Supervisors and Mayor's Office for why this issue needs to be tackled. Chair Milne volunteered to work on this project with Member Short. Another suggestion that was made was for the Council to employ interns to identify important trees, take before pictures, and work on other important projects.

Landmark Tree Committee Chair Boss reported that the Committee has not met in months because of a lack of landmark tree nominations. It was explained that the nomination for the Moreton Bay Fig tree was withdrawn because of opposition from neighbors.

9. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion)

No announcements were made at this time.

10. New Business/Future Agenda Items. (Information and Discussion). Council Coordinator Hui reported that potential funding opportunities for the landmark tree marker project had been researched, and the opinion is that there are no grants that can be applied for that would fund this project.

11. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. Adjournment. The Urban Forestry Council meeting adjourned at 10:05 a.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary
Approved:



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES

Friday, May 22, 2009, 8:30 a.m.

City Hall, Room 400

One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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JUN 30 2009

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Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 8:32 a.m. Voting Members Present: Chair Milne, Vice-Chair D'Agostino, Members Boss, Hillan, LeBeau, Rodgers, Sherk (9:00), Short (8:39), and Vargas; Voting Members Excused: Members Blair and Cohen; Advisory Members Present: Members Nervo and Sustarich.
2. **Adoption of Minutes of the April 24, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Council Member Rodgers and second by Council Member Hillan, the April 24, 2009 Meeting Minutes were approved without objection (Ayes: Council Chair Milne, Vice-Chair D'Agostino, Members Boss, Hillan, LeBeau, Rodgers, and Vargas; Noes: None; Absent: Members Blair, Cohen, Sherk and Short) (Explanatory Document: April 24, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=104071).
3. **Review of the Annual Urban Forest Report Survey.** The Council will review and make recommendations to improve the survey and accompanying cover letter which is used to gather data for the annual Urban Forest Report. (Explanatory Documents: Questionnaire Cover Letter (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionnairecoverletter.doc and Questionnaire Template (Word) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2009/Questionnairetemplate.doc) (Discussion and Possible Action)

Council Coordinator Hui reported that the Planning and Funding Committee at their May 21 meeting recommended that the cover letter contain stronger language on the requirement to submit a response to the survey and had recommended formatting changes. Council Chair Milne reported that it is an ordinance requirement to prepare an Annual Report to the Board of Supervisors and Mayor. Member D'Agostino reported that San Francisco was just established as a "Tree City" and recommended that the cover letter include a sentence that states that receiving survey information is important in retaining its future status. Council members and the Council Coordinator discussed the need to review the contact list at the next Planning and Funding Committee meeting in order to identify the appropriate person to receive the survey. Member D'Agostino recommended adding PG&E and San Francisco State University to the list of agencies. Member Vargas recommended that the first sentence in the cover letter explain how this process could benefit these agencies and the urban forest.

Coordinator Hui reported that the Planning and Funding Committee also recommended revising the survey by (1) adding a first question asking what if any significant changes have taken place within the agency or organization's urban forest program; (2) formatting for ease of input; and (3) requesting a specific or approximated number of trees the agency is responsible for instead of checkboxes with a range. Council Members provided additional recommendations for revision of the survey which included: (1) Coordinator Hui reported that Member Cohen requested adding choices as to what the Urban Forestry Council can do for you and adding a list of possibilities with a ranking system of importance; (2) Member Hillan requested a review on the relevance of the questions and provided recommendations on formatting, organization,

sentence and word structure, capitalization, and modifications to content; (3) Vice-Chair D'Agostino recommended reorganizing or rephrasing the questions so that answers that are sought after are more readily provided. Member Boss inquired whether on the question of what the Council can do for you—whether the Council is prepared to respond to those requests with limited staff, time, and budget considerations. Coordinator Hui reported that most of the requests submitted from previous reports were requests for educational opportunities. Member Short recommended that this question be retained in order to provide information to the Council on how they can be more relevant, but suggested that it could be rephrased.

Council Coordinator Hui reported that all information that agencies provided had been included in the previous Annual Report. Member D'Agostino suggested that a PhD. student from Cal who prepared a survey on urban forestry practices in 50 bay area cities be consulted as he had received a high response rate. Member Rodgers recommended sending the survey to the director of each department and to copy the person who represents the Council to confirm that it has been filled out. Member Sustarich recommended sending the survey to all three PUC enterprises instead of just one.

Council Coordinator Hui reported that she would present a revised cover letter and survey at the June 23 Council meeting for review before it is sent to agencies.

4. Urban Forestry Council Budget. The Committee will discuss the state of the Urban Forestry Council Budget for Fiscal Year 2009-2010. (Discussion)

Council Coordinator Hui reported that the Planning and Funding Committee at their May 21 meeting held a discussion on identifying ways to ensure that the Council is funded. It was explained that at this time, budget hearings are ongoing and commitment for funding from all of the funding agencies have not yet been made. A response has been received from two agencies, Recreation and Park Department (\$5000) and the Airport (\$1000) of the six that were approached for funding (Public Utilities Commission (PUC), Planning, Department of Public Works (DPW), and the Redevelopment Agency). The Department always requests \$25,000 from each agency with the exception of the Airport, which only \$1000 is requested. It is expected that the Council would receive \$25,000 from the PUC, \$2000 from Planning, and \$22,356 from DPW, which is roughly half of what the Council needs for staffing. Thirty-eight percent of the Coordinator's time would be allocated to a different program, and the rest would be allocated to the Council. It is a possibility that there would be less or no funding for the Council Secretary's time in the next fiscal year.

Council Chair Milne inquired whether it was a requirement that the six funding departments actually provide funding. It was explained that the Supervisors cut a percentage of agency contributions in the previous fiscal year because of the budget shortfall. Chair Milne recommended that the Council lobby the Supervisors to encourage departments to provide funding and also explore other means of funding such as grants or outside intervention. It was explained that previous efforts were not successful because grantees are more interested in funding forestry programs, not administration of programs. Member Sherk suggested reviewing the opportunity to request funding from other departments and asking whether it is legal to receive donations from individuals. Member D'Agostino recommended researching grant opportunities for education and outreach that administrative fees could be built into.

Deputy City Attorney Cabrera advised that requests for funding can be expanded to other departments, but believes that unless they are somehow affected by the Council, they may or may not contribute, and it would be discretionary, not binding. It was explained that the Urban Forestry Council ordinance indicates that if money is available to funding agencies, they can support the Council, but it is not mandatory that they do so. Donations may be accepted but may have to be approved by the Board of Supervisors depending on a threshold amount, which she believes to be \$10,000.

Council Coordinator Hui recommended that Council members attend budget hearings of funding agencies to encourage funding to continue. Chair Milne requested a schedule of meetings that Coordinator Hui agreed to provide. Member Short recommended that the Council direct the Chair to write a letter to members of the Board, Mayor, and agency heads emphasizing the importance of funding this advisory body. Member Sherk recommended that Council members create a list of reasons why the Council is valuable and should be funded. Member Vargas recommended explaining how the Council is relevant to the funding agency and how the funding would be used. Coordinator Hui explained that the Department issues budget justification letters every quarter and meetings are held every Tuesday to discuss funding and Council comments. Council Chair Milne reported that he would create a letter as requested.

Items 5 and 6 were heard together.

5. Establishing a Citywide Program for Identifying Companies that do Citywide Pruning and Maintenance on Street Trees. (Continued Discussion from the April 28, 2009 Meeting) Speakers: Council Chair Milne and Deputy City Attorney Alicia Cabrera

Council Chair Milne discussed the Council's discussion on the possibility of creating a voluntary list of approved contractors who agree to uphold established standards for tree care. Deputy City Attorney Cabrera reported that any type of program would essentially require a permitting process and any contractor removed from the list would be allowed to appeal before the Board of Permit Appeals if the permit were to be rescinded for improper compliance. It was explained that approved contractors could be required to abide by the pruning standards that have been adopted by the City, and there would be clear guidelines as to what that would entail. However, that would require a department to oversee and implement the program. Another option that would be more feasible from a legal standpoint would be to require that only certified arborists work on City trees. It was indicated that this possibility may not be something that the Council would like to do as there are tree people that are not arborists that do a great job and there are certified arborists that still top trees. Council Chair Milne explained that there would have to be an administrative system in place in order to maintain a compliance list, which would mean funding for administration. Member LeBeau inquired if the compliant list can be published. Deputy City Attorney Cabrera explained that there could be a list of contractors whose permits have been revoked.

Deputy City Attorney Cabrera reported that an ordinance would have to be in place that would require that only people that meet established criteria and hold a permit can work on City trees. In addition, there would have to be stiff fines/penalties that would have to be established by ordinance. Vice-Chair D'Agostino reported that many cities in the area have a work-verified list which is not a permitting system, but is a published list of people who voluntarily agree to meet certain requirements, so there is no permit to give, take away, or a possibility of appeals. Deputy City Attorney Cabrera reported that this option was discussed, but it was decided that there is a risk of litigation not in establishing a list, but from people who are taken off the list. When you take someone off without established rules or regulation, it could be seen as arbitrary and capricious and can be seen as interfering with their livelihood. There may also be a tort that would allow them to sue the City for interfering with their economic perspective advantage.

Vice-Chair D'Agostino recommended that the Western Chapter, which has a reporting system in place, be the body that would be doing the removals instead of the City. Deputy City Attorney Cabrera reported that she would investigate this possibility, but believes that regardless of who pulls the name off the list, unless it is a body that oversees the field in general, it would be hard to argue that the City itself was not acquiescent to that particular action, and the City would be doing that action itself. Member Short explained that if the Western Chapter were involved, it would have to be related to certified arborists and then there would be concern for limiting who could work on trees. Member Short reported that San

Francisco's standards are similar to ISA standards, but not quite as strong. It was suggested that a voluntary list could require certification and ISA could be the enforcement agency, but there could be some reference that someone from that list does not have to be used, which would allow for others to do the work. Deputy City Attorney Cabrera stated that she could not identify a compliance procedure established by ISA but would review whether one was available. It was explained that this process would be endorsing all the certified arborists that want to be on this list and all the people that don't meet that requirement or who do a good job on City trees would not be included. Member Sustarich reported that many City workers are not certified arborists and many approved vendors that do tree work for the City are not certified arborists. If this process were to be mandated, it would limit tree work in the City, which is already a problem.

Vice-Chair D'Agostino stated that providing a list does not mean that it is an endorsement, it is a list of people who have volunteered to comply. Deputy City Attorney Cabrera indicated that an ordinance can be written that would allow for exceptions; however, the risk for litigation is only when you start taking people off the list. If ISA were to be the agency that would be doing the removals from the list, the City would have to say that only certified arborists could work on trees, and the Council is not going in that direction. Deputy City Attorney Cabrera indicated that she does not see the difference between a voluntary list and endorsement.

Council Chair Milne stated that there would have to be funding available for administration of this process to review the list, take phone calls for damage, put people back on the list, prepare for hearings at the Board of Appeals, etc. Member Hillan stated that if there was one business that was reported, but another was not, there could be potential for a lawsuit. Member Rodgers explained that there would be cost for initial set up of the system; however there could be full cost recovery for processing the permits once the system has been established. Chair Milne suggested exploring more efficient enforcement of DPW's system that is in place now. It was explained that at this time, a lot of the blame falls on the property owner who did not do anything wrong, so that is why this process is being explored. More efficient enforcement of the existing regulations could help with some of these tree maintenance issues which may require setting up a new administration or establishing a new ordinance.

6. **Illegal Topping of Trees and Billboard Visibility.** (Continued Discussion from the April 28, 2009 Meeting) Sponsor: Member Short; Speakers: Council Member Short, Council Chair Milne and Deputy City Attorney Alicia Cabrera (Discussion)

Council Chair Milne reported on a meeting attended with Member Short and Coordinator Hui with City Attorneys a week ago to explore potential ways to address this problem. Deputy City Attorney Cabrera stated that the Council could start a letter writing campaign to the billboard owners and sponsors to bring to their attention that trees were topped and show pictures, without actually issuing an accusation. This option would bring awareness to what is happening. The problems that could arise from a legal standpoint, is that someone may be accused without any evidence to substantiate the claim. Council members could go to each individual site where trees were topped and request the name of the owner of that particular billboard so that a letter could be issued. It was explained that the Planning Department would have this information available.

7. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report).

Coordinator Hui presented a staff report on (1) the monthly meeting with the Mayor's Office that was previously cancelled and would be scheduled for May 26; (2) website updates that were made to include

the most current landmark tree evaluation forms; (3) landmark tree tour date discussions; (4) distribution of the landmark tree certificate awaiting final approval from Chair and then would be sent to everybody that has a landmark tree; (6) withdrawal of nomination for the Moreton Bay fig tree by owner; (7) annual pruning workshop scheduled for June 12; (8) collaboration with the Public Library on urban forestry projects; (9) Annual Urban Forest Report surveys to be sent out on July 30 after review by the Council; (10) San Francisco Foundation grant award of \$15,000 for the SF Gleaning Project; and work with the Department's Climate Action Coordinator to explore other funding options. Additional information can be accessed in the Staff Report.

8. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The next meeting is scheduled for Thursday, June 18, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Committee, Chair, Mike Boss—Meetings are held as needed.

Planning and Funding Committee Chair Short reported that the Planning and Funding Committee discussed the possibility of establishing a citywide tree pruning maintenance list, the Annual Report Survey, and Council budget at their May 21 meeting. One suggestion that was made was to put together a book of bad pruning examples of before and after pictures to enlighten the Board of Supervisors and Mayor's Office for why this issue needs to be tackled. Chair Milne volunteered to work on this project with Member Short. Another suggestion that was made was for the Council to employ interns to identify important trees, take before pictures, and work on other important projects.

Landmark Tree Committee Chair Boss reported that the Committee has not met in months because of a lack of landmark tree nominations. It was explained that the nomination for the Moreton Bay Fig tree was withdrawn because of opposition from neighbors.

9. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion)

No announcements were made at this time.

10. New Business/Future Agenda Items. (Information and Discussion). Council Coordinator Hui reported that potential funding opportunities for the landmark tree marker project had been researched, and the opinion is that there are no grants that can be applied for that would fund this project.

11. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. Adjournment. The Urban Forestry Council meeting adjourned at 10:05 a.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary
*Approved: June 23, 2009

Department of the Environment

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June 23, 2009 Regular

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
Urban Forestry Council

Regular Meeting Notice and
Tuesday, June 23, 2009 at 6:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Council Members: Terry Milne (Chair), Maria D'Agostino (Vice-Chair), Carolyn Blair, Mike Boss, Jocelyn Cohen, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Carla Short (San Francisco Department of Public Works), and Kelaine Vargas; Advisory Members: Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui

Commission Secretary: Monica Fish

Public comment will be taken before the Council takes action on any item.

Order of Business

1. Call to Order and Roll Call.
2. Adoption of Minutes of the May 22, 2009 Urban Forestry Council Regular Meeting.
(Explanatory Document: [May 22, 2009 Draft Minutes](http://sfgov.org/site/sfenvironment_page.asp?id=105711) http://sfgov.org/site/sfenvironment_page.asp?id=105711) (Discussion and Action)
3. **PublicComment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
4. **San Francisco Unified School District (SFUSD) Greening Programs and 2012 by 2012 Campaign.** The Council will hear a presentation on SFUSD programs and discuss how they can provide support for the work SFUSD is doing. (Explanatory Document: [SFGSA Presentation](#)) Speaker: Nik Kaestner, SFUSD Director of Sustainability (Informational Presentation and Discussion)
5. **Review of the Annual Urban Forest Report Survey.** The Council will review and vote to approve the revised Cover Letter and Annual Report Survey. (Continued from the May 22, 2009 Meeting) (Explanatory Documents: [Questionnaire Cover Letter](#) and [Questionnaire Template](#) (Discussion and Action)

6. **Urban Forestry Council Budget.** The Committee will discuss the state of the Urban Forestry Council Budget for Fiscal Year 2009-2010. (Continued from the May 22, 2009 Meeting)
(Discussion)
7. **Discussion of Mount Sutro Area Urban Forest Plan.** (Explanatory Documents: SF Tree Council Correspondence) (Discussion)
8. **Urban Forestry Council Strategic Planning.** The Council will review the Planning and Funding Committee's suggestions on Council opportunities, constraints, strategies, direction, and assess their strengths and weaknesses. The Council will also discuss current resource needs and hear the Committee's strategic planning suggestions. Sponsor: Member Sherk.)
(Discussion)
9. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Documents: Staff Report; Landmark Tree Certificates; Pruning Workshop Attendee Breakdown) (Informational Report and Discussion)
10. **Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee, Chair, Carla Short
The next meeting is scheduled for Thursday, July 16, 2009, 4:15 p.m. at City Hall, Room 421.
Landmark Tree Committee, Chair, Mike Boss
The next meeting to be announced as required.
11. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
12. **New Business/Future Agenda Items.** (Information and Discussion).
13. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
14. **Adjournment.**

The next meeting of the Urban Forestry Council is scheduled for Friday, July 24, 2009 at 8:30 a.m., in Room 400, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or

3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Council's meeting agenda and minutes link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Urban Forestry Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or

will be made available at the meeting website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Council and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: June 18, 2009

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES

GOVERNMENT
DOCUMENTS DEPT

Tuesday June 23, 2009, 6:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Order of Business

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draft
1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 6:05 p.m. Roll Call: Present: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Excused: Members Blair, Boss, Hillan, LeBeau, and Rodgers; Advisory Member Present: Member Sustarich; Advisory Member Excused: Member Nervo
 2. **Adoption of Minutes of the May 22, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Short and second by Vice Chair D'Agostino, the May 22, 2009 Meeting Minutes were approved without objection (Ayes: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Absent: Members Blair, Boss, Hillan, LeBeau, and Rodgers) (Explanatory Document: May 22, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=105711).
 3. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

Item 7 was heard before Items 4-6.

4. **San Francisco Unified School District (SFUSD) Greening Programs and 2012 by 2012 Campaign.** The Council will hear a presentation on SFUSD programs and discuss how they can provide support for the work SFUSD is doing. (Explanatory Document: San Francisco Green Schoolyard Alliance (SFGSA) Presentation (PPT) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/SFGSA%20Powerpoint.ppt>) Speaker: Nik Kaestner, SFUSD Director of Sustainability (Informational Presentation and Discussion)

Mr. Kaestner discussed current efforts to green schoolyards and introduced the new 2012 by 2012 Campaign. Mr. Kaestner stated that he is looking for partners to help in the initiative to plant more trees in and around schools and asked for the Council's involvement in this effort. It was explained that the presentation was being given on behalf of the Director of San Francisco Green Schoolyard Alliance (SFGSA) who has been supporting gardens and other schoolyard greening projects for many years now. Presentation topics included:

- What the Green Schoolyard Alliance is About and Does. SFGSA supports and promotes green schoolyards by providing resources, training, and advocacy to school communities to help them create and sustain outdoor learning environments. Presentation page 2 shows a before and after picture of the Tule Elk Park Child Development Center that was paved completely into a green schoolyard that contains creative play spaces, more greenery, shade, and an engaging environment. SFGSA is one organization among many that helps to transform these schoolyards.
- Proposition A Bond for School Greening. Most of the SFUSD greening work is centered around Prop A funding that was passed in 2003 and a second time in 2006 along with plans for a future bond. These Prop A bonds will be used to green schoolyards and provide basic infrastructure support for schools that are already undergoing the modernization process. Along with American Disability Act

(ADA) and fire life-safety modernization work, each school has \$150,000 to green its schoolyard. Every one of the schools goes through a master planning process with a master planning strategist that helps them develop a vision for their entire school, which is the first portion of what the \$150,000 would be used for. A lot of schools fundraise beyond that or organize their community.

- 2012 by 2012 Tree Planting Campaign. Another initiative that started this year is the 2012 by 2012 tree planting campaign with the goal of planting that many trees in and around San Francisco schools by the end of 2012. There are three funding mechanisms for trees that include bond funding, the 2012 website, and Mayor's Office of Community Investment grants. Schools that have bond funding and are not able to rally support around school gardens can use the funding to plant trees around the school site. The website www.2012by2012.com was designed for schools that do not have bond funding in this round or Mayor's Office grant funding, want to start now, and have strong PTA's in order to fundraise for trees on their own. Rosa Parks Elementary School was the first school to use this mechanism and raised \$5000 within a week to plant 25 trees on their campus. Monroe is another school that is using the website and taking advantage of the Mayor's Office of Community Investment grants that focuses mainly on the southeastern part of the city and will reduce the price from \$230 to \$65 a tree. The school would contribute and possibly use the website to raise the rest of the money. This website will serve as a model for other programs whether it is rain water harvesting or storm-water management.

Mr. Kaestner asked the Council to reach out to businesses to sponsor schools to green their campus or to plant trees or whatever the business happens to be excited about.

- Stormwater management and harvesting is a third big area in terms of greening schoolyards. Five schools are working with the San Francisco Public Utilities Commission (SFPUC) to manage stormwater (page 5 of presentation).
- Green Schoolyard Alliance also does school tours so people can see what has been done in other schools and advocacy to recruit funding. GSA also provides teacher and parent training, run a Growing Greener Schoolyards Conference, provides outside professional development, and manages horticultural resources on the School of the Arts site. Other resources include a website, resource lists, newsletters, and hotline that provide garden coordinators information. Photos from schoolyards and greening projects (pages 13-17).

Mr. Kaestner stated that it is important to SFUSD that all these gardens are curricular gardens so students can learn about food production, native plants, why gardens are important, and be connected to the environment.

Council Chair Milne inquired which partner helps the SFUSD in tree planting efforts. Mr. Kaestner stated that Friends of the Urban Forest works with the Mayor's Office of Greening, SFUSD, and Green Schoolyard Alliance as well as with maintenance operations to make sure tree species are approved of, are drought tolerant, etc. Member Sherk offered her support for this program and stated that Life Frames Inc. and the Living Library is a member of the Green Schoolyard Alliance. Member Short questioned how many schools in the district received the \$150,000. Mr. Kaestner explained that every school in the bond program received the \$150,000. The bond is initially just for elementary schools, so about three fourths of the elementary schools have had bond funding assigned to them. The next bond would cover the remaining elementary schools. Member Short reported that SFPUC is interested in rainwater harvesting on a larger scale and are looking for sites in the city. Mr. Kaestner explained that SFPUC would like to use SFUSD but they don't have available funding at this time. They have submitted stimulus funding requests that are based on rainwater catchments at schools on a large scale. The PUC is interested in

using that water for flushing toilets which requires major retrofits of the plumbing system so if that option is possible has not yet been explored. Mr. Kaestner stated that he has encouraged PUC to go after the low hanging fruit first, which is to use that water for the City landscaping trucks that currently use potable water on many areas.

Member Short inquired as to who would be responsible for watering the trees and whether there was a plan for long-term maintenance as the school district has limited staff for this effort. Mr. Kaestner reported that the \$230 includes a three-year maintenance plan that would be provided by FUF, which is the required time to establish the trees. It was explained that schools are not allowed to plant trees now unless they are part of the 2012 by 2012 campaign. The objective is for FUF to guide the program. In addition, there will be a checklist at each site to guide what the school needs to provide. Most importantly, the school has to provide a contact and liaison that is responsible for those trees because the landscaping crew will not be involved in the tree planting or maintenance efforts other than the process, selection of species, etc. .

Member Sustarich stated that his understanding is that FUF will maintain the trees for three years, and the school staff will take care of the weekly watering. Mr. Kaestner explained that the school staff on site would be doing the weekly watering, but not the maintenance staff district wide. Member Cohen reported that the Council's Arbor Day project in the Sunset District was a major collaboration with schools and described efforts to prune trees surrounding schools, donations received, as well as additional efforts. It was also explained that the three-year time frame for establishing trees is a misnomer and should be a longer process. Three years structurally gets trees to a good start but would fall apart if no maintenance is provided thereafter. Fruit trees minimally have to be pruned once a year.

Vice Chair D'Agostino recommended affirming the reliability of the school contact so that sufficient maintenance is provided. Mr. Kaestner explained that the program is structured, that there is a website, mechanism for funding, checklist for school, FUF and for the district, so everybody is clear about their responsibilities, but explained that a potential problem can't be eliminated completely and is always possible. Vice Chair D'Agostino recommended involving kids in charettes, etc. Mr. Kaestner stated that would be part of the process. Member Short recommended that Mr. Kaestner attend the Department of Public Works (DPW) Clean Team meeting and offered DPW planting technical assistance..

Member Short inquired whether there would be an effort to use any of the food that is grown in the school lunch program. Mr. Kaestner stated that the long-term goal and separate effort would be to restructure the entire food system, which would require voter initiatives. Currently, \$2.50 is spent on food that is shipped in from Chicago as part of the national food program, Child Nutrition Act. Efforts are in progress to increase the reimbursement in order to secure better quality food and develop an in-house system that would include a central kitchen with local food provided by farms in this area. The kids are eating the food that they grow and it helps them make the connection that food comes from the ground, not from the aisle.

Council Chair Milne stated that it is hoped that there will be more bond funding available specifically for urban forestry projects and supports that it is happening in the school district. Mr. Kaestner explained that the next bond would be expanded beyond green schoolyards to include sustainability projects, energy efficiency, etc. Mr. Kaestner was thanked for his presentation.

5. **Review of the Annual Urban Forest Report Survey.** The Council will review and vote to approve the revised Cover Letter and Annual Report Survey. (Continued from the May 22, 2009 Meeting)
(Explanatory Documents: Questionnaire Cover Letter (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Questionnairecoverletter.doc> and

Questionnaire Template (Word)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Surveydraft.doc> (Discussion and Action)

Council Chair Milne reported that the Cover Letter has been reviewed at previous meetings and includes Council's recommendations for revisions. Council Coordinator Hui reported that there would be an additional revision to the Cover Letter that the Council had previously requested. Upon Motion by Member Short and second by Member Vargas, the Cover Letter was approved with corrections (Ayes: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Absent: Members Blair, Boss, Hillan, LeBeau, and Rodgers) (Explanatory Document: **Approved Cover Letter (Word)**). Upon Motion by Member Cohen and second by Member D'Agostino, the Annual Report Survey (Questionnaire Template) was approved with corrections (Ayes: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Absent: Members Blair, Boss, Hillan, LeBeau, and Rodgers) (**Explanatory Document: Approved Annual Report Survey**).

Council Coordinator Hui reported that the Cover Letter and Survey would be distributed electronically by e-mail on Thursday, June 25. It was explained that surveyors could complete the survey on the screen and send it back electronically. Members were asked for recommendations on additional organizations and individuals that should have been surveyed in the past to send the survey to.

6. Urban Forestry Council Budget. The Committee will discuss the state of the Urban Forestry Council Budget for Fiscal Year 2009-2010. (Continued from the May 22, 2009 Meeting) (Discussion)

Council Chair Milne inquired about the Board of Supervisors Budget Committee meeting dates to hear City department budgets. Council Coordinator Hui reported that the Department of the Environment's budget has been approved and includes responses received from other agencies; however budget allocations can still be changed. Council Coordinator Hui reported that she does not have any new information to report regarding allocation of department funding to the Urban Forestry Council from funding agencies. Member Short reported that she believes the Department of Public Works budget was heard at the Board of Supervisors Budget Committee on June 22.

7. Discussion of Mount Sutro Area Urban Forest Plan. (Discussion)

Council Chair Milne reported that this item is on the agenda because the Council has been provided information on the plight of the Mount Sutro forest. Member Cohen expressed her concern that University of California San Francisco (UCSF) did not approach the Council with their plan. Council Coordinator Hui reported that she spoke with a UCSF representative who expressed concern about public comment received about the Plan and their future efforts to slow down the plan as a result. The representative had indicated that tree removal numbers that may have been mentioned at a public meeting weren't based on actual UCSF plans for tree removals, but were an estimate by the individual making the assessments. It was explained that UCSF does not have a defined plan at this point and would like to attend a Council meeting to present additional information once it is developed.

Council Chair Milne reported that this item is on the agenda for the Council to collect information from the public and would then be continued until a UCSF presenter can be secured to provide information on the official status of the plan. Council Coordinator Hui reported that UCSF is creating a contact list to send information to on the plan as it develops. Council members and the public were asked to advise Coordinator Hui whether they would be interested in being placed on the contact list.

Public Comment:

Ms. R.K. Bose stated that she is a resident of the Forest Knolls neighborhood, which is located at the foot of the Mount Sutro forest. Ms. Bose explained that the information she was provided on UCSF's plans was primarily from a neighborhood circular and from a public meeting held at St. John's Church. It was explained that UCSF has plans to work on two areas that include South Ridge in her neighborhood and the Edgewood area which runs along Edgewood in Cole Valley. The plan that was discussed at the meeting was to remove all trees that are under 12 inches in diameter, an unspecified number that are larger, and to remove all of the undergrowth and branches up to about 10 feet. Some of the trees and native plants would be retained, and the trees that are to be removed are to be chipped and left on the forest floor as chips, and then the larger trees are to be felled and left as logs. UCSF proposes to remove only the trees that there would be financial benefit to in selling the wood.

Ms. Bose stated that the Mount Sutro forest functions as a cloud forest and the area is very foggy. Throughout the summer there are clouds and fog in the area and precipitated moisture under the trees. There is dense undergrowth so dense that unless trails are cleared you can't make your way through the forest, and the undergrowth is acting like a sponge for that moisture. If you go into the forest, it is green and damp. The concern is that if the proposed plan was approved, it would open up the forest making it dryer and windier, and more flammable than it is right now, so Ms. Bose does not see it as a fire mitigation plan, but an increase in fire risk. Ms. Bose also expressed her concern that a wildlife survey to assess the impact on wildlife in that environment had not been prepared.

Mr. R. Rolnizky stated that he is a neighborhood resident and that his property is on the west edge of the Mount Sutro forest. Mr. Rolnizky explained that he is concerned that he only heard about the plan to remove the 3000 trees in the Mount Sutro forest about five to six weeks ago when he heard about a neighborhood meeting to present the project. When he attended the meeting, UCSF had indicated that they had extensive neighborhood meetings and were talking about the plan since 2001 or 2002. It was explained that the original plan was stopped in order to add a second area for tree clearing in the forest (the Edgewood area). Mr. Rolnizky expressed his concern that this is a guerrilla plan to chop down the forest and requested City input as is provided for any other major monument in San Francisco. Mr. Rolnizky described the aesthetic attributes of the forest and how that would be ruined by the plan to clear cut the area and replace it with grass. An additional concern is on the pesticides that would be used. Mr. Rolnizky asked that the Council consider protecting the Mount Sutro forest by giving it landmark status. It was also explained that UCSF submitted a pre-disaster application to request money for fire mitigation for this project. Mr. Rolnizky also offered other ways to fight the potential of fires such as installing a sprinkler system throughout the forest.

Mr. Jake Sigg reported that he has been a steward on Mount Sutro for the past three years and has been working on opening up trails including the historic trail. Mr. Sigg discussed previous inaccessibility problems with Mount Sutro and improvements that were made that allow for better accessibility for dog walkers and hikers that enjoy the area. Mr. Sigg explained that UCSF decided that not managing this mountain was no longer an option and is rightly concerned about the fire hazard that it could present to the nearby residents. Mr. Sigg believes that from his experience working on the mountain, that it does pose a potential fire hazard and agrees that the university must take it seriously as well as residents in the neighborhood.

Ms. L. Carpenter stated that she is a resident of the Forest Knolls neighborhood and appreciates that the stewards have made a nice trail, but that any other further cutting would be increasing the fire risk. Ms. Carpenter stated that after reading the UCSF plan, she decided that the fire risk was completely overstated and cited Ms. Bose's comments that the forest is very wet all year round and opening it up further would substantially increase the fire risk because of the dryness and the windiness. It was

explained that on top of the mountain there is a native garden, and it is extremely dry and windy, and that would be the only place where a fire could start.

Ms. Carpenter expressed her concern that there is also a plan to dump thousands of gallons of Roundup or other herbicides on top of the cut down trees so they won't re-sprout. It was explained that these herbicides would go into the watershed into their neighborhood and into the bay. Ms. Carpenter stated that she is against people saying that it is better to poison and chop down a forest rather than to retain non-native species. It was explained that there is current evidence that California native plants and vegetation are at risk because of global warming. Ms. Carpenter stressed the importance of retaining Mount Sutro's eucalyptus trees that are thriving in the area and not replacing them with native trees that may not do as well. Ms. Carpenter also stated that she believes the use of Federal Emergency Management Agency (FEMA) grants for fire mitigation for this area is a pretense. It was explained that trees produce clean air and take in dirty air and during this time of global warming, it is against current wisdom to chop down huge forests.

Mr. Paul Rotter, stated that he is a resident of the east side of the Mount Sutro forest and expressed the desire of the neighborhood to retain the forest as well as preserve its heritage. Mr. Rotter questioned the credibility of UCSF's plan being a fire mitigation effort. It was explained that several years ago UCSF prepared an extensive study on development of the forest area and discovered that they could not afford the plan, so determined that the only way they could manage the forest was to cut it down. Mr. Rotter stated that this is not a solution that is tenable with any good environmental plan. It was stated that San Francisco is a valuable city, and people enjoy going to Mount Sutro to walk their dogs because it is a forest, not a clearing. Mr. Rotter stated that Mount Sutro is not a fire hazard, that it is a beautiful wonderful place to visit and should be maintained.

Mr. Rotter questioned UCSF's motives and recommended that they make an effort to go into the neighborhoods and ask for community input. Mr. Rotter stated that he has lived in the neighborhood since 1974 and there have been no records of serious fires in that forest. The forest is defined by the California fire agencies as a moderate fire hazard, which is the lowest fire rating possible. Mr. Rotter stated that Mount Sutro should have the eucalyptus forest that is there now and indicated that other oak and native species may not do as well in this particular area.

Member Short stated that it is important for the Council to hear a presentation and review UCSF's Plan. Member Short asked whether a fire ecologist was consulted as part of the plan as that would be the most logical approach to determining a fire hazard. It was stated that it is important for the Council to review what is being proposed and to ask questions.

Member Cohen inquired whether the plan's objective is more about fire mitigation or if there is a native plant element as well. Ms. Bose explained that the memo that was circulated to the neighborhoods spoke of it as a fire mitigation plan and stated that FEMA pre-disaster funding was being sought after. Ms. Bose stated that her impression from listening to the interaction between UCSF and a presenter that was supportive of native plants, was that UCSF kept deferring to the supporter of native plants and that the two were inter-linked. Ms. Carpenter reported that UCSF was planning on planting oak trees, Manzanita and other natives to replace some of the trees that would be taken down. It was stated that there were to be 200 trees to be planted and 3000 trees to be taken down. Mr. Rolnizky requested that the Council make this into a citywide issue when all information is received from UCSF.

Council Chair Milne stated that the Mount Sutro discussion would be continued to a future meeting in order to secure a presentation from UCSF. Council Chair Milne explained that the Council is a body responsible for advising the Board of Supervisors and Mayor and would not be dealing directly with a

state agency such as UCSF. A recommendation was made that the public interested in this matter also follow-up with Board of Supervisors members because they are the body that have the authority to take action.

Member Cohen stated that this is the only forest that isn't managed in San Francisco and discussed management, access, and ecology concerns associated with UCSF's plan. Member Cohen asked that the Council make a commitment to investigating these concerns as well as maintaining the preservation of the forest. Council Coordinator Hui stated that she would provide the Council with UCSF's 2001 plan once it is received.

Ms. Fish, Council Secretary, reported that Member Blair had provided public comment on this agenda item that is included in the Council's agenda packet (Explanatory Documents: SF Tree Council Correspondence (PDF))

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/CBlairSFTreeCouncilLtr.PDF>)

8. **Urban Forestry Council Strategic Planning.** The Council will review the Planning and Funding Committee's suggestions on Council opportunities, constraints, strategies, direction, and assess their strengths and weaknesses. The Council will also discuss current resource needs and hear the Committee's strategic planning suggestions. Sponsor: Member Sherk. (Discussion)

Member Sherk reported that the Planning and Funding Committee discussed strategic planning ideas to increase the Council's relevance and visibility. Suggestions from the Committee discussion included forming an education ad hoc work group that would include Council members who would be interested in expanding what educational opportunities exist. Another idea that the Planning Committee discussed was scheduling a retreat to discuss ideas. Council Coordinator Hui reported that she would consult with the Deputy City Attorney and report back on retreat details. Member Sherk asked members for their input regarding the issue of relevance, the many opportunities that may be available, and strategic planning ideas to achieve this objective. Member Sherk also asked if Council members would be interested in joining a group that would focus on educational opportunities.

Member D'Agostino suggested (1) holding neighborhood meetings or "salons" similar to the Neighborhood Park Council's that would contain a tree related or horticultural educational component and coordinating a collaborative effort with other City departments on related issues, e.g., brown bags. Member Cohen recommended scheduling a strategic planning session, coordinating with agencies on urban forestry issues, and holding neighborhood meetings to encourage landmarking. Member Sustarich stated that it is important for individual agencies to cooperate with each other within the agency. Member Sustarich also recommended scheduling a presentation and including educational material on the Council's website on disease conditions that may affect trees, e.g., pine pitch canker. Council Coordinator Hui recommended contacting the presenter that discussed a similar topic at a Department of the Environment brown bag to make a presentation. Council Chair Milne stated that a presentation to the Council might help influence publicity on the topic and could be written about for the public's reference.

Member Short recommended referencing the Council's Priority Work Plan that also includes efforts to address pine pitch canker. Member Vargas stated that strategic planning should address what the Council is supposed to be doing which is advising the Board of Supervisors to understand the public and City department's concern for trees. Member Sherk explained that the Council finds itself in a weak position and she is interested in exploring what the Council can do in a proactive way that would result in helping the urban forest and adding validity to Council discussions. Member Sherk stated that the Council could have another function in addition to advising the Board of Supervisors, which is to deal with

the larger community. This effort would prove to be beneficial for the urban forest, the Supervisors, and the public.

Member Sherk recommended that the Council consider ways to make the Council more visible, more proactive, and relevant in the public and City community so there is more reason for the Council to be here. Member Cohen cited the lack of resources. Council Chair Milne recommended referencing the items on the Priority Work Plan individually. Member D'Agostino reported that she would be interested in joining an educational work group.

9. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Document: Staff Report (Word)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReportforJuneUFCMeeting.doc>)
(Informational Report and Discussion)

Council Coordinator Hui provided a staff report and discussed (1) the cancellation of the Mayor's Office meeting, (2) presented final landmark tree certificates (Explanatory Documents: Landmark Tree Certificates (PDF)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/LandmarkTreeCertificates.pdf>), (3) announced website URL updates, (4) success of this year's annual pruning workshop, future efforts and provided a workshop attendee breakdown; (Explanatory Document: Pruning Workshop Attendee Breakdown (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/PruningWorkshopAttendeeBreakdown.pdf>), (5) collaboration with the Public Library and education opportunities on the Green Stacks program; and (6) plans for distribution of the annual Urban Forest Survey. See above staff report for additional information.

10. **Committee Reports:** (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short. The next meeting is scheduled for Thursday, July 16, 2009, 4:15 p.m. at City Hall, Room 421.

Planning and Funding Committee Chair Short reported that the Committee reviewed the Annual Report Survey before the Council did and talked about the strategic planning concept presented today and there was also a discussion on illegal pruning. Council Coordinator Hui reported that an idea that was discussed at the Committee was to put signs on trees that had been pruned in violation of the pruning standards and Deputy City Attorney Cabrera seemed positive that it is a possibility that if a fine had been levied, that a sign can go up on the tree that says a fine has been levied and why. DPW code would have to be changed and she would be speaking to another Deputy City Attorney to discuss the process.

Landmark Tree Committee, Chair, Mike Boss. The next meeting to be announced as required.

Council Chair Milne reported that there has not been a Committee meeting for several months because of a lack of landmark tree nominations. Member Cohen reported on neighbor opposition and harassment to the property owner's nomination of the Moreton Bay fig that led to withdrawal of the nomination. It was stated that creation of a Conservation Ordinance would prevent this type of occurrence because the tree would automatically be protected. Council Coordinator Hui reported on concerns expressed by neighbors, e.g. effect on light and view. A discussion was held on proper pruning techniques to address these concerns.

11. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion).
There were no announcements made at this time.-

12. **New Business/Future Agenda Items.** (Information and Discussion). There was no new business or future agenda items discussed at this time.

13. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

14. Adjournment. The Urban Forestry Council meeting adjourned at 8:14 p.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES

GOVERNMENT
DOCUMENTS DEPT

AUG 05 2009

Tuesday June 23, 2009, 6:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Order of Business

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1/23/09
approved
1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 6:05 p.m. Roll Call: Present: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Excused: Members Blair, Boss, Hillan, LeBeau, and Rodgers; Advisory Member Present: Member Sustarich; Advisory Member Excused: Member Nervo
 2. **Adoption of Minutes of the May 22, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Short and second by Vice Chair D'Agostino, the May 22, 2009 Meeting Minutes were approved without objection (Ayes: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Absent: Members Blair, Boss, Hillan, LeBeau, and Rodgers) (Explanatory Document: May 22, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=105711).
 3. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

Item 7 was heard before Items 4-6.

4. **San Francisco Unified School District (SFUSD) Greening Programs and 2012 by 2012 Campaign.** The Council will hear a presentation on SFUSD programs and discuss how they can provide support for the work SFUSD is doing. (Explanatory Document: San Francisco Green Schoolyard Alliance (SFGSA) Presentation (PPT) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/SFGSA%20Powerpoint.ppt>) Speaker: Nik Kaestner, SFUSD Director of Sustainability (Informational Presentation and Discussion)

Mr. Kaestner discussed current efforts to green schoolyards and introduced the new 2012 by 2012 Campaign. Mr. Kaestner stated that he is looking for partners to help in the initiative to plant more trees in and around schools and asked for the Council's involvement in this effort. It was explained that the presentation was being given on behalf of the Director of San Francisco Green Schoolyard Alliance (SFGSA) who has been supporting gardens and other schoolyard greening projects for many years now. Presentation topics included:

- What the Green Schoolyard Alliance is About and Does. SFGSA supports and promotes green schoolyards by providing resources, training, and advocacy to school communities to help them create and sustain outdoor learning environments. Presentation page 2 shows a before and after picture of the Tule Elk Park Child Development Center that was paved completely into a green schoolyard that contains creative play spaces, more greenery, shade, and an engaging environment. SFGSA is one organization among many that helps to transform these schoolyards.
- Proposition A Bond for School Greening. Most of the SFUSD greening work is centered around Prop A funding that was passed in 2003 and a second time in 2006 along with plans for a future bond. These Prop A bonds will be used to green schoolyards and provide basic infrastructure support for schools that are already undergoing the modernization process. Along with American Disability Act

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Mr. Kaestner asked the Council to reach out to businesses to sponsor schools to green their campus or to plant trees or whatever the business happens to be excited about.

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Council Chair Milne inquired which partner helps the SFUSD in tree planting efforts. Mr. Kaestner stated that Friends of the Urban Forest works with the Mayor's Office of Greening, SFUSD, and Green Schoolyard Alliance as well as with maintenance operations to make sure tree species are approved of, are drought tolerant, etc. Member Sherk offered her support for this program and stated that Life Frames Inc. and the Living Library is a member of the Green Schoolyard Alliance. Member Short questioned how many schools in the district received the \$150,000. Mr. Kaestner explained that every school in the bond program received the \$150,000. The bond is initially just for elementary schools, so about three fourths of the elementary schools have had bond funding assigned to them. The next bond would cover the remaining elementary schools. Member Short reported that SFPUC is interested in rainwater harvesting on a larger scale and are looking for sites in the city. Mr. Kaestner explained that SFPUC would like to use SFUSD but they don't have available funding at this time. They have submitted stimulus funding requests that are based on rainwater catchments at schools on a large scale. The PUC is interested in

using that water for flushing toilets which requires major retrofits of the plumbing system so if that option is possible has not yet been explored. Mr. Kaestner stated that he has encouraged PUC to go after the low hanging fruit first, which is to use that water for the City landscaping trucks that currently use potable water on many areas.

Member Short inquired as to who would be responsible for watering the trees and whether there was a plan for long-term maintenance as the school district has limited staff for this effort. Mr. Kaestner reported that the \$230 includes a three-year maintenance plan that would be provided by FUF, which is the required time to establish the trees. It was explained that schools are not allowed to plant trees now unless they are part of the 2012 by 2012 campaign. The objective is for FUF to guide the program. In addition, there will be a checklist at each site to guide what the school needs to provide. Most importantly, the school has to provide a contact and liaison that is responsible for those trees because the landscaping crew will not be involved in the tree planting or maintenance efforts other than the process, selection of species, etc.

Member Sustarich stated that his understanding is that FUF will maintain the trees for three years, and the school staff will take care of the weekly watering. Mr. Kaestner explained that the school staff on site would be doing the weekly watering, but not the maintenance staff district wide. Member Cohen reported that the Council's Arbor Day project in the Sunset District was a major collaboration with schools and described efforts to prune trees surrounding schools, donations received, as well as additional efforts. It was also explained that the three-year time frame for establishing trees is a misnomer and should be a longer process. Three years structurally gets trees to a good start but would fall apart if no maintenance is provided thereafter. Fruit trees minimally have to be pruned once a year.

Vice Chair D'Agostino recommended affirming the reliability of the school contact so that sufficient maintenance is provided. Mr. Kaestner explained that the program is structured, that there is a website, mechanism for funding, checklist for school, FUF and for the district, so everybody is clear about their responsibilities, but explained that a potential problem can't be eliminated completely and is always possible. Vice Chair D'Agostino recommended involving kids in charettes, etc. Mr. Kaestner stated that would be part of the process. Member Short recommended that Mr. Kaestner attend the Department of Public Works (DPW) Clean Team meeting and offered DPW planting technical assistance..

Member Short inquired whether there would be an effort to use any of the food that is grown in the school lunch program. Mr. Kaestner stated that the long-term goal and separate effort would be to restructure the entire food system, which would require voter initiatives. Currently, \$2.50 is spent on food that is shipped in from Chicago as part of the national food program, Child Nutrition Act. Efforts are in progress to increase the reimbursement in order to secure better quality food and develop an in-house system that would include a central kitchen with local food provided by farms in this area. The kids are eating the food that they grow and it helps them make the connection that food comes from the ground, not from the aisle.

Council Chair Milne stated that it is hoped that there will be more bond funding available specifically for urban forestry projects and supports that it is happening in the school district. Mr. Kaestner explained that the next bond would be expanded beyond green schoolyards to include sustainability projects, energy efficiency, etc. Mr. Kaestner was thanked for his presentation.

5. **Review of the Annual Urban Forest Report Survey.** The Council will review and vote to approve the revised Cover Letter and Annual Report Survey. (Continued from the May 22, 2009 Meeting)
(Explanatory Documents: Questionnaire Cover Letter (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Questionnairecoverletter.doc> and

Questionnaire Template (Word)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Surveydraft.doc> (Discussion and Action)
Council Chair Milne reported that the Cover Letter has been reviewed at previous meetings and includes Council's recommendations for revisions. Council Coordinator Hui reported that there would be an additional revision to the Cover Letter that the Council had previously requested. Upon Motion by Member Short and second by Member Vargas, the Cover Letter was approved with corrections (Ayes: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Absent: Members Blair, Boss, Hillan, LeBeau, and Rodgers) (Explanatory Document: Approved Cover Letter (Word))

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/AnnualReportcoverletter2009Final.doc>). Upon Motion by Member Cohen and second by Member D'Agostino, the Annual Report Survey (Questionnaire Template) was approved with corrections (Ayes: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Absent: Members Blair, Boss, Hillan, LeBeau, and Rodgers) (Explanatory Document: Approved Annual Report Survey (Word))

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Annual%20Report%20Survey%202009%20Final.doc>).

Council Coordinator Hui reported that the Cover Letter and Survey would be distributed electronically by e-mail on Thursday, June 25. It was explained that surveyors could complete the survey on the screen and send it back electronically. Members were asked for recommendations on additional organizations and individuals that should have been surveyed in the past to send the survey to.

6. Urban Forestry Council Budget. The Committee will discuss the state of the Urban Forestry Council Budget for Fiscal Year 2009-2010. (Continued from the May 22, 2009 Meeting) (Discussion)

Council Chair Milne inquired about the Board of Supervisors Budget Committee meeting dates to hear City department budgets. Council Coordinator Hui reported that the Department of the Environment's budget has been approved and includes responses received from other agencies; however budget allocations can still be changed. Council Coordinator Hui reported that she does not have any new information to report regarding allocation of department funding to the Urban Forestry Council from funding agencies. Member Short reported that she believes the Department of Public Works budget was heard at the Board of Supervisors Budget Committee on June 22.

7. Discussion of Mount Sutro Area Urban Forest Plan. (Discussion)

Council Chair Milne reported that this item is on the agenda because the Council has been provided information on the plight of the Mount Sutro forest. Member Cohen expressed her concern that University of California San Francisco (UCSF) did not approach the Council with their plan. Council Coordinator Hui reported that she spoke with a UCSF representative who expressed concern about public comment received about the Plan and their future efforts to slow down the plan as a result. The representative had indicated that tree removal numbers that may have been mentioned at a public meeting weren't based on actual UCSF plans for tree removals, but were an estimate by the individual making the assessments. It was explained that UCSF does not have a defined plan at this point and would like to attend a Council meeting to present additional information once it is developed.

Council Chair Milne reported that this item is on the agenda for the Council to collect information from the public and would then be continued until a UCSF presenter can be secured to provide information on the official status of the plan. Council Coordinator Hui reported that UCSF is creating a contact list to send information to on the plan as it develops. Council members and the public were asked to advise Coordinator Hui whether they would be interested in being placed on the contact list.

Public Comment:

Ms. R.K. Bose stated that she is a resident of the Forest Knolls neighborhood, which is located at the foot of the Mount Sutro forest. Ms. Bose explained that the information she was provided on UCSF's plans was primarily from a neighborhood circular and from a public meeting held at St. John's Church. It was explained that UCSF has plans to work on two areas that include South Ridge in her neighborhood and the Edgewood area which runs along Edgewood in Cole Valley. The plan that was discussed at the meeting was to remove all trees that are under 12 inches in diameter, an unspecified number that are larger, and to remove all of the undergrowth and branches up to about 10 feet. Some of the trees and native plants would be retained, and the trees that are to be removed are to be chipped and left on the forest floor as chips, and then the larger trees are to be felled and left as logs. UCSF proposes to remove only the trees that there would be financial benefit to in selling the wood.

Ms. Bose stated that the Mount Sutro forest functions as a cloud forest and the area is very foggy. Throughout the summer there are clouds and fog in the area and precipitated moisture under the trees. There is dense undergrowth so dense that unless trails are cleared you can't make your way through the forest, and the undergrowth is acting like a sponge for that moisture. If you go into the forest, it is green and damp. The concern is that if the proposed plan was approved, it would open up the forest making it dryer and windier, and more flammable than it is right now, so Ms. Bose does not see it as a fire mitigation plan, but an increase in fire risk. Ms. Bose also expressed her concern that a wildlife survey to assess the impact on wildlife in that environment had not been prepared.

Mr. R. Rolnizky stated that he is a neighborhood resident and that his property is on the west edge of the Mount Sutro forest. Mr. Rolnizky explained that he is concerned that he only heard about the plan to remove the 3000 trees in the Mount Sutro forest about five to six weeks ago when he heard about a neighborhood meeting to present the project. When he attended the meeting, UCSF had indicated that they had extensive neighborhood meetings and were talking about the plan since 2001 or 2002. It was explained that the original plan was stopped in order to add a second area for tree clearing in the forest (the Edgewood area). Mr. Rolnizky expressed his concern that this is a guerrilla plan to chop down the forest and requested City input as is provided for any other major monument in San Francisco. Mr. Rolnizky described the aesthetic attributes of the forest and how that would be ruined by the plan to clear cut the area and replace it with grass. An additional concern is on the pesticides that would be used. Mr. Rolnizky asked that the Council consider protecting the Mount Sutro forest by giving it landmark status. It was also explained that UCSF submitted a pre-disaster application to request money for fire mitigation for this project. Mr. Rolnizky also offered other ways to fight the potential of fires such as installing a sprinkler system throughout the forest.

Mr. Jake Sigg reported that he has been a steward on Mount Sutro for the past three years and has been working on opening up trails including the historic trail. Mr. Sigg discussed previous inaccessibility problems with Mount Sutro and improvements that were made that allow for better accessibility for dog walkers and hikers that enjoy the area. Mr. Sigg explained that UCSF decided that not managing this mountain was no longer an option and is rightly concerned about the fire hazard that it could present to the nearby residents. Mr. Sigg believes that from his experience working on the mountain, that it does pose a potential fire hazard and agrees that the university must take it seriously as well as residents in the neighborhood.

Ms. L. Carpenter stated that she is a resident of the Forest Knolls neighborhood and appreciates that the stewards have made a nice trail, but that any other further cutting would be increasing the fire risk. Ms. Carpenter stated that after reading the UCSF plan, she decided that the fire risk was completely overstated and cited Ms. Bose's comments that the forest is very wet all year round and opening it up

further would substantially increase the fire risk because of the dryness and the windiness. It was explained that on top of the mountain there is a native garden, and it is extremely dry and windy, and that would be the only place where a fire could start.

Ms. Carpenter expressed her concern that there is also a plan to dump thousands of gallons of Roundup or other herbicides on top of the cut down trees so they won't re-sprout. It was explained that these herbicides would go into the watershed into their neighborhood and into the bay. Ms. Carpenter stated that she is against people saying that it is better to poison and chop down a forest rather than to retain non-native species. It was explained that there is current evidence that California native plants and vegetation are at risk because of global warming. Ms. Carpenter stressed the importance of retaining Mount Sutro's eucalyptus trees that are thriving in the area and not replacing them with native trees that may not do as well. Ms. Carpenter also stated that she believes the use of Federal Emergency Management Agency (FEMA) grants for fire mitigation for this area is a pretense. It was explained that trees produce clean air and take in dirty air and during this time of global warming, it is against current wisdom to chop down huge forests.

Mr. Paul Rotter, stated that he is a resident of the east side of the Mount Sutro forest and expressed the desire of the neighborhood to retain the forest as well as preserve its heritage. Mr. Rotter questioned the credibility of UCSF's plan being a fire mitigation effort. It was explained that several years ago UCSF prepared an extensive study on development of the forest area and discovered that they could not afford the plan, so determined that the only way they could manage the forest was to cut it down. Mr. Rotter stated that this is not a solution that is tenable with any good environmental plan. It was stated that San Francisco is a valuable city, and people enjoy going to Mount Sutro to walk their dogs because it is a forest, not a clearing. Mr. Rotter stated that Mount Sutro is not a fire hazard, that it is a beautiful wonderful place to visit and should be maintained.

Mr. Rotter questioned UCSF's motives and recommended that they make an effort to go into the neighborhoods and ask for community input. Mr. Rotter stated that he has lived in the neighborhood since 1974 and there have been no records of serious fires in that forest. The forest is defined by the California fire agencies as a moderate fire hazard, which is the lowest fire rating possible. Mr. Rotter stated that Mount Sutro should have the eucalyptus forest that is there now and indicated that other oak and native species may not do as well in this particular area.

Member Short stated that it is important for the Council to hear a presentation and review UCSF's Plan. Member Short asked whether a fire ecologist was consulted as part of the plan as that would be the most logical approach to determining a fire hazard. It was stated that it is important for the Council to review what is being proposed and to ask questions.

Member Cohen inquired whether the plan's objective is more about fire mitigation or if there is a native plant element as well. Ms. Bose explained that the memo that was circulated to the neighborhoods spoke of it as a fire mitigation plan and stated that FEMA pre-disaster funding was being sought after. Ms. Bose stated that her impression from listening to the interaction between UCSF and a presenter that was supportive of native plants, was that UCSF kept deferring to the supporter of native plants and that the two were inter-linked. Ms. Carpenter reported that UCSF was planning on planting oak trees, Manzanita and other natives to replace some of the trees that would be taken down. It was stated that there were to be 200 trees to be planted and 3000 trees to be taken down. Mr. Rolnizky requested that the Council make this into a citywide issue when all information is received from UCSF.

Council Chair Milne stated that the Mount Sutro discussion would be continued to a future meeting in order to secure a presentation from UCSF. Council Chair Milne explained that the Council is a body

responsible for advising the Board of Supervisors and Mayor and would not be dealing directly with a state agency such as UCSF. A recommendation was made that the public interested in this matter also follow-up with Board of Supervisors members because they are the body that have the authority to take action.

Member Cohen stated that this is the only forest that isn't managed in San Francisco and discussed management, access, and ecology concerns associated with UCSF's plan. Member Cohen asked that the Council make a commitment to investigating these concerns as well as maintaining the preservation of the forest. Council Coordinator Hui stated that she would provide the Council with UCSF's 2001 plan once it is received.

Ms. Fish, Council Secretary, reported that Member Blair had provided public comment on this agenda item that is included in the Council's agenda packet (Explanatory Documents: SF Tree Council Correspondence (PDF))

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/CBlairSFTreeCouncilLtr.PDF>)

- 8. Urban Forestry Council Strategic Planning.** The Council will review the Planning and Funding Committee's suggestions on Council opportunities, constraints, strategies, direction, and assess their strengths and weaknesses. The Council will also discuss current resource needs and hear the Committee's strategic planning suggestions. Sponsor: Member Sherk. (Discussion)

Member Sherk reported that the Planning and Funding Committee discussed strategic planning ideas to increase the Council's relevance and visibility. Suggestions from the Committee discussion included forming an education ad hoc work group that would include Council members who would be interested in expanding what educational opportunities exist. Another idea that the Planning Committee discussed was scheduling a retreat to discuss ideas. Council Coordinator Hui reported that she would consult with the Deputy City Attorney and report back on retreat details. Member Sherk asked members for their input regarding the issue of relevance, the many opportunities that may be available, and strategic planning ideas to achieve this objective. Member Sherk also asked if Council members would be interested in joining a group that would focus on educational opportunities.

Member D'Agostino suggested (1) holding neighborhood meetings or "salons" similar to the Neighborhood Park Council's that would contain a tree related or horticultural educational component and coordinating a collaborative effort with other City departments on related issues, e.g., brown bags. Member Cohen recommended scheduling a strategic planning session, coordinating with agencies on urban forestry issues, and holding neighborhood meetings to encourage landmarking. Member Sustarich stated that it is important for individual agencies to cooperate with each other within the agency. Member Sustarich also recommended scheduling a presentation and including educational material on the Council's website on disease conditions that may affect trees, e.g., pine pitch canker. Council Coordinator Hui recommended contacting the presenter that discussed a similar topic at a Department of the Environment brown bag to make a presentation. Council Chair Milne stated that a presentation to the Council might help influence publicity on the topic and could be written about for the public's reference.

Member Short recommended referencing the Council's Priority Work Plan that also includes efforts to address pine pitch canker. Member Vargas stated that strategic planning should address what the Council is supposed to be doing which is advising the Board of Supervisors to understand the public and City department's concern for trees. Member Sherk explained that the Council finds itself in a weak position and she is interested in exploring what the Council can do in a proactive way that would result in helping the urban forest and adding validity to Council discussions. Member Sherk stated that the Council could have another function in addition to advising the Board of Supervisors, which is to deal with

the larger community. This effort would prove to be beneficial for the urban forest, the Supervisors, and the public.

Member Sherk recommended that the Council consider ways to make the Council more visible, more proactive, and relevant in the public and City community so there is more reason for the Council to be here. Member Cohen cited the lack of resources. Council Chair Milne recommended referencing the items on the Priority Work Plan individually. Member D'Agostino reported that she would be interested in joining an educational work group.

9. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Document: Staff Report (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReportforJuneUFCMeeting.doc>)
(Informational Report and Discussion)

Council Coordinator Hui provided a staff report and discussed (1) the cancellation of the Mayor's Office meeting, (2) presented final landmark tree certificates (Explanatory Documents: Landmark Tree Certificates (PDF)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/LandmarkTreeCertificates.pdf>), (3) announced website URL updates, (4) success of this year's annual pruning workshop, future efforts and provided a workshop attendee breakdown; (Explanatory Document: Pruning Workshop Attendee Breakdown (PDF) <http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/PruningWorkshopAttendeeBreakdown.pdf>), (5) collaboration with the Public Library and education opportunities on the Green Stacks program; and (6) plans for distribution of the annual Urban Forest Survey. See above staff report for additional information.

10. **Committee Reports:** (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short. The next meeting is scheduled for Thursday, July 16, 2009, 4:15 p.m. at City Hall, Room 421.

Planning and Funding Committee Chair Short reported that the Committee reviewed the Annual Report Survey before the Council did and talked about the strategic planning concept presented today and there was also a discussion on illegal pruning. Council Coordinator Hui reported that an idea that was discussed at the Committee was to put signs on trees that had been pruned in violation of the pruning standards and Deputy City Attorney Cabrera seemed positive that it is a possibility that if a fine had been levied, that a sign can go up on the tree that says a fine has been levied and why. DPW code would have to be changed and she would be speaking to another Deputy City Attorney to discuss the process.

Landmark Tree Committee, Chair, Mike Boss. The next meeting to be announced as required.

Council Chair Milne reported that there has not been a Committee meeting for several months because of a lack of landmark tree nominations. Member Cohen reported on neighbor opposition and harassment to the property owner's nomination of the Moreton Bay fig that led to withdrawal of the nomination. It was stated that creation of a Conservation Ordinance would prevent this type of occurrence because the tree would automatically be protected. Council Coordinator Hui reported on concerns expressed by neighbors, e.g. effect on light and view. A discussion was held on proper pruning techniques to address these concerns.

11. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion).
There were no announcements made at this time.-

12. **New Business/Future Agenda Items.** (Information and Discussion). There was no new business or future agenda items discussed at this time.

13. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

14. Adjournment. The Urban Forestry Council meeting adjourned at 8:14 p.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved: July 24, 2009

JUL 10 2009

NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF JULY 24, 2009, 8:30 A.M.
CITY HALL, ROOM 400

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07-10-09A11:09 REVU

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article III – Urban Forestry Council to add the Council's Attendance Policy adopted on December 8, 2006 and amend Section 5: Excused Absences and Section 6: Absence from State to read as follows.

Section 5: ~~Excused Absences~~ Attendance Policy

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Purpose

The following policy is designed to establish minimum attendance standards for appointed members of the Urban Forestry Council and its Committees. In the event of any conflict between any provision of this policy and any provision of a **Mayoral or Board of Supervisors resolution, policy, ordinance** City ordinance or other applicable law (collectively, "Laws") governing the Urban Forestry Council that establish more stringent attendance requirements for members of the Urban Forestry Council, the conflicting provision of such Laws shall govern.

Attendance Requirements

Except in the event of a notified absence (defined below), each member of the Urban Forestry Council is expected to attend each regular or special meeting of the Urban Forestry Council. The Urban Forestry Council secretary or clerk ("Secretary") shall maintain a record of members' attendance.

Notified Absences

A member's absence shall constitute a "notified absence" where the member, in advance of the meeting, informs the Secretary of the Urban Forestry Council or other person whom the Urban Forestry Council has designated that the member will be absent. An absence due to

unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary of the Urban Forestry Council as soon as reasonably possible. The Secretary of the Urban Forestry Council shall record as non-notified all absences involving neither advance notice nor unforeseen circumstances.

Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Report to the Appointing Authority

The Secretary of the Urban Forestry Council shall report all instances of non-notified absences as well as any instance of three consecutive absences of a member from regular meetings in a fiscal year to the member's appointing authority.

Annual Attendance Report

At the end of each fiscal year, the Secretary of the Urban Forestry Council shall submit a written report to the appointing authorities of the Urban Forestry Council's membership detailing each Urban Forestry Council member's attendance at all meetings of the Urban Forestry Council for that fiscal year.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

This is to certify that the above notice was issued and posted on July 8, 2009.



Monica Fish, Commission Secretary



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

07-20-09P01:50 RCVD

Regular Meeting Notice and Agenda

**GOVERNMENT
DOCUMENTS DEPT**

*** Friday, July 24, 2009 at 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

JUL 20 2009

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Council Members: Terry Milne (Chair), Maria D'Agostino (Vice-Chair), Carolyn Blair, Mike Boss, Jocelyn Cohen, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Carla Short (San Francisco Department of Public Works), and Kelaine Vargas; **Advisory Members:** Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui Commission Secretary: Monica Fish

**Public comment will be taken before the Council takes action on any item.
Order of Business**

- 1. Call to Order and Roll Call.**
- 2. Adoption of Minutes of the June 23, 2009 Urban Forestry Council Regular Meeting.**
(Explanatory Document: June 23, 2009 Draft Minutes
http://sfgov.org/site/sfenvironment_page.asp?id=107367) (Discussion and Action)
- 3. Resolution Amending the Urban Forestry Council's Bylaws to Add the Council's Attendance Policy and Amend the Existing Bylaws Requirements.** (Explanatory Documents: Notice of Amendment to Bylaws (PDF)
http://sfgov.org/site/sfenvironment_page.asp?id=107502 and Draft Resolution Amending Bylaws (PDF)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-05-UFCAmendBylaws.pdf>
(Discussion and Action)
- 4. Urban Forestry Council's Priority Work Plan.** (Discussion) (Explanatory Document: Priority Work Plan (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/CouncilWorkPlan.doc>) Sponsor and Speaker: Chair Milne

5. **Status Report on Data Collection for the Urban Forestry Council's Annual Report.** (Informational Report and Discussion) Speaker: Mei Ling Hui, Council Coordinator
6. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report)
7. **Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee, Chair, Carla Short
The next meeting is scheduled for Thursday, August 20, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Committee, Chair, Mike Boss
8. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
9. **New Business/Future Agenda Items.** (Information and Discussion).
10. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
11. **Adjournment.**

The next meeting of the Urban Forestry Council is scheduled for Tuesday, August 25, 2009 at 6:00 p.m., in Room 416, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

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Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Council's meeting agenda and minutes link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Urban Forestry Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Council and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

*Posted: July 20, 2009

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

Tuesday June 23, 2009, 6:00 p.m.

City Hall, Room 416

**One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

Order of Business

- 1. Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 6:05 p.m. Roll Call: Present: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Excused: Members Blair, Boss, Hillan, LeBeau, and Rodgers; Advisory Member Present: Member Sustarich; Advisory Member Excused: Member Nervo
- 2. Adoption of Minutes of the May 22, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Short and second by Vice Chair D'Agostino, the May 22, 2009 Meeting Minutes were approved without objection (Ayes: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Absent: Members Blair, Boss, Hillan, LeBeau, and Rodgers) (Explanatory Document: May 22, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=105711).
- 3. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

Item 7 was heard before Items 4-6.

- 4. San Francisco Unified School District (SFUSD) Greening Programs and 2012 by 2012 Campaign.** The Council will hear a presentation on SFUSD programs and discuss how they can provide support for the work SFUSD is doing. (Explanatory Document: San Francisco Green Schoolyard Alliance (SFGSA) Presentation (PPT) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/SFGSA%20Powerpoint.ppt>) Speaker: Nik Kaestner, SFUSD Director of Sustainability (Informational Presentation and Discussion)

Mr. Kaestner discussed current efforts to green schoolyards and introduced the new 2012 by 2012 Campaign. Mr. Kaestner stated that he is looking for partners to help in the initiative to plant more trees in and around schools and asked for the Council's involvement in this effort. It was explained that the presentation was being given on behalf of the Director of San Francisco Green Schoolyard Alliance (SFGSA) who has been supporting gardens and other schoolyard greening projects for many years now. Presentation topics included:

- What the Green Schoolyard Alliance is About and Does. SFGSA supports and promotes green schoolyards by providing resources, training, and advocacy to school communities to help them create and sustain outdoor learning environments. Presentation page 2 shows a before and after picture of the Tule Elk Park Child Development Center that was paved completely into a green schoolyard that contains creative play spaces, more greenery, shade, and an engaging environment. SFGSA is one organization among many that helps to transform these schoolyards.
- Proposition A Bond for School Greening. Most of the SFUSD greening work is centered around Prop A funding that was passed in 2003 and a second time in 2006 along with plans for a future bond. These Prop A bonds will be used to green schoolyards and provide basic infrastructure support for schools that are already undergoing the modernization process. Along with American Disability Act

(ADA) and fire life-safety modernization work, each school has \$150,000 to green its schoolyard. Every one of the schools goes through a master planning process with a master planning strategist that helps them develop a vision for their entire school, which is the first portion of what the \$150,000 would be used for. A lot of schools fundraise beyond that or organize their community.

- 2012 by 2012 Tree Planting Campaign. Another initiative that started this year is the 2012 by 2012 tree planting campaign with the goal of planting that many trees in and around San Francisco schools by the end of 2012. There are three funding mechanisms for trees that include bond funding, the 2012 website, and Mayor's Office of Community Investment grants. Schools that have bond funding and are not able to rally support around school gardens can use the funding to plant trees around the school site. The website www.2012by2012.com was designed for schools that do not have bond funding in this round or Mayor's Office grant funding, want to start now, and have strong PTA's in order to fundraise for trees on their own. Rosa Parks Elementary School was the first school to use this mechanism and raised \$5000 within a week to plant 25 trees on their campus. Monroe is another school that is using the website and taking advantage of the Mayor's Office of Community Investment grants that focuses mainly on the southeastern part of the city and will reduce the price from \$230 to \$65 a tree. The school would contribute and possibly use the website to raise the rest of the money. This website will serve as a model for other programs whether it is rain water harvesting or storm-water management.

Mr. Kaestner asked the Council to reach out to businesses to sponsor schools to green their campus or to plant trees or whatever the business happens to be excited about.

- Stormwater management and harvesting is a third big area in terms of greening schoolyards. Five schools are working with the San Francisco Public Utilities Commission (SFPUC) to manage stormwater (page 5 of presentation).
- Green Schoolyard Alliance also does school tours so people can see what has been done in other schools and advocacy to recruit funding. GSA also provides teacher and parent training, run a Growing Greener Schoolyards Conference, provides outside professional development, and manages horticultural resources on the School of the Arts site. Other resources include a website, resource lists, newsletters, and hotline that provide garden coordinators information. Photos from schoolyards and greening projects (pages 13-17).

Mr. Kaestner stated that it is important to SFUSD that all these gardens are curricular gardens so students can learn about food production, native plants, why gardens are important, and be connected to the environment.

Council Chair Milne inquired which partner helps the SFUSD in tree planting efforts. Mr. Kaestner stated that Friends of the Urban Forest works with the Mayor's Office of Greening, SFUSD, and Green Schoolyard Alliance as well as with maintenance operations to make sure tree species are approved of, are drought tolerant, etc. Member Sherk offered her support for this program and stated that Life Frames Inc. and the Living Library is a member of the Green Schoolyard Alliance. Member Short questioned how many schools in the district received the \$150,000. Mr. Kaestner explained that every school in the bond program received the \$150,000. The bond is initially just for elementary schools, so about three fourths of the elementary schools have had bond funding assigned to them. The next bond would cover the remaining elementary schools. Member Short reported that SFPUC is interested in rainwater harvesting on a larger scale and are looking for sites in the city. Mr. Kaestner explained that SFPUC would like to use SFUSD but they don't have available funding at this time. They have submitted stimulus funding requests that are based on rainwater catchments at schools on a large scale. The PUC is interested in

using that water for flushing toilets which requires major retrofits of the plumbing system so if that option is possible has not yet been explored. Mr. Kaestner stated that he has encouraged PUC to go after the low hanging fruit first, which is to use that water for the City landscaping trucks that currently use potable water on many areas.

Member Short inquired as to who would be responsible for watering the trees and whether there was a plan for long-term maintenance as the school district has limited staff for this effort. Mr. Kaestner reported that the \$230 includes a three-year maintenance plan that would be provided by FUF, which is the required time to establish the trees. It was explained that schools are not allowed to plant trees now unless they are part of the 2012 by 2012 campaign. The objective is for FUF to guide the program. In addition, there will be a checklist at each site to guide what the school needs to provide. Most importantly, the school has to provide a contact and liaison that is responsible for those trees because the landscaping crew will not be involved in the tree planting or maintenance efforts other than the process, selection of species, etc. .

Member Sustarich stated that his understanding is that FUF will maintain the trees for three years, and the school staff will take care of the weekly watering. Mr. Kaestner explained that the school staff on site would be doing the weekly watering, but not the maintenance staff district wide. Member Cohen reported that the Council's Arbor Day project in the Sunset District was a major collaboration with schools and described efforts to prune trees surrounding schools, donations received, as well as additional efforts. It was also explained that the three-year time frame for establishing trees is a misnomer and should be a longer process. Three years structurally gets trees to a good start but would fall apart if no maintenance is provided thereafter. Fruit trees minimally have to be pruned once a year.

Vice Chair D'Agostino recommended affirming the reliability of the school contact so that sufficient maintenance is provided. Mr. Kaestner explained that the program is structured, that there is a website, mechanism for funding, checklist for school, FUF and for the district, so everybody is clear about their responsibilities, but explained that a potential problem can't be eliminated completely and is always possible. Vice Chair D'Agostino recommended involving kids in charettes, etc. Mr. Kaestner stated that would be part of the process. Member Short recommended that Mr. Kaestner attend the Department of Public Works (DPW) Clean Team meeting and offered DPW planting technical assistance..

Member Short inquired whether there would be an effort to use any of the food that is grown in the school lunch program. Mr. Kaestner stated that the long-term goal and separate effort would be to restructure the entire food system, which would require voter initiatives. Currently, \$2.50 is spent on food that is shipped in from Chicago as part of the national food program, Child Nutrition Act. Efforts are in progress to increase the reimbursement in order to secure better quality food and develop an in-house system that would include a central kitchen with local food provided by farms in this area. The kids are eating the food that they grow and it helps them make the connection that food comes from the ground, not from the aisle.

Council Chair Milne stated that it is hoped that there will be more bond funding available specifically for urban forestry projects and supports that it is happening in the school district. Mr. Kaestner explained that the next bond would be expanded beyond green schoolyards to include sustainability projects, energy efficiency, etc. Mr. Kaestner was thanked for his presentation.

5. **Review of the Annual Urban Forest Report Survey.** The Council will review and vote to approve the revised Cover Letter and Annual Report Survey. (Continued from the May 22, 2009 Meeting)
(Explanatory Documents: Questionnaire Cover Letter (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Questionnairecoverletter.doc> and

Questionnaire Template (Word)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Surveydraft.doc> (Discussion and Action)
Council Chair Milne reported that the Cover Letter has been reviewed at previous meetings and includes Council's recommendations for revisions. Council Coordinator Hui reported that there would be an additional revision to the Cover Letter that the Council had previously requested. Upon Motion by Member Short and second by Member Vargas, the Cover Letter was approved with corrections (Ayes: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Absent: Members Blair, Boss, Hillan, LeBeau, and Rodgers) (Explanatory Document: Approved Cover Letter (Word))

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/AnnualReportcoverletter2009Final.doc>). Upon Motion by Member Cohen and second by Member D'Agostino, the Annual Report Survey (Questionnaire Template) was approved with corrections (Ayes: Chair Milne, Vice Chair D'Agostino, Members Cohen, Sherk, Short, and Vargas; Absent: Members Blair, Boss, Hillan, LeBeau, and Rodgers) (Explanatory Document: Approved Annual Report Survey (Word))

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Annual%20Report%20Survey%202009%20Final.doc>).

Council Coordinator Hui reported that the Cover Letter and Survey would be distributed electronically by e-mail on Thursday, June 25. It was explained that surveyors could complete the survey on the screen and send it back electronically. Members were asked for recommendations on additional organizations and individuals that should have been surveyed in the past to send the survey to.

6. Urban Forestry Council Budget. The Committee will discuss the state of the Urban Forestry Council Budget for Fiscal Year 2009-2010. (Continued from the May 22, 2009 Meeting) (Discussion)

Council Chair Milne inquired about the Board of Supervisors Budget Committee meeting dates to hear City department budgets. Council Coordinator Hui reported that the Department of the Environment's budget has been approved and includes responses received from other agencies; however budget allocations can still be changed. Council Coordinator Hui reported that she does not have any new information to report regarding allocation of department funding to the Urban Forestry Council from funding agencies. Member Short reported that she believes the Department of Public Works budget was heard at the Board of Supervisors Budget Committee on June 22.

7. Discussion of Mount Sutro Area Urban Forest Plan. (Discussion)

Council Chair Milne reported that this item is on the agenda because the Council has been provided information on the plight of the Mount Sutro forest. Member Cohen expressed her concern that University of California San Francisco (UCSF) did not approach the Council with their plan. Council Coordinator Hui reported that she spoke with a UCSF representative who expressed concern about public comment received about the Plan and their future efforts to slow down the plan as a result. The representative had indicated that tree removal numbers that may have been mentioned at a public meeting weren't based on actual UCSF plans for tree removals, but were an estimate by the individual making the assessments. It was explained that UCSF does not have a defined plan at this point and would like to attend a Council meeting to present additional information once it is developed.

Council Chair Milne reported that this item is on the agenda for the Council to collect information from the public and would then be continued until a UCSF presenter can be secured to provide information on the official status of the plan. Council Coordinator Hui reported that UCSF is creating a contact list to send information to on the plan as it develops. Council members and the public were asked to advise Coordinator Hui whether they would be interested in being placed on the contact list.

Public Comment:

Ms. R.K. Bose stated that she is a resident of the Forest Knolls neighborhood, which is located at the foot of the Mount Sutro forest. Ms. Bose explained that the information she was provided on UCSF's plans was primarily from a neighborhood circular and from a public meeting held at St. John's Church. It was explained that UCSF has plans to work on two areas that include South Ridge in her neighborhood and the Edgewood area which runs along Edgewood in Cole Valley. The plan that was discussed at the meeting was to remove all trees that are under 12 inches in diameter, an unspecified number that are larger, and to remove all of the undergrowth and branches up to about 10 feet. Some of the trees and native plants would be retained, and the trees that are to be removed are to be chipped and left on the forest floor as chips, and then the larger trees are to be felled and left as logs. UCSF proposes to remove only the trees that there would be financial benefit to in selling the wood.

Ms. Bose stated that the Mount Sutro forest functions as a cloud forest and the area is very foggy. Throughout the summer there are clouds and fog in the area and precipitated moisture under the trees. There is dense undergrowth so dense that unless trails are cleared you can't make your way through the forest, and the undergrowth is acting like a sponge for that moisture. If you go into the forest, it is green and damp. The concern is that if the proposed plan was approved, it would open up the forest making it dryer and windier, and more flammable than it is right now, so Ms. Bose does not see it as a fire mitigation plan, but an increase in fire risk. Ms. Bose also expressed her concern that a wildlife survey to assess the impact on wildlife in that environment had not been prepared.

Mr. R. Rolnizky stated that he is a neighborhood resident and that his property is on the west edge of the Mount Sutro forest. Mr. Rolnizky explained that he is concerned that he only heard about the plan to remove the 3000 trees in the Mount Sutro forest about five to six weeks ago when he heard about a neighborhood meeting to present the project. When he attended the meeting, UCSF had indicated that they had extensive neighborhood meetings and were talking about the plan since 2001 or 2002. It was explained that the original plan was stopped in order to add a second area for tree clearing in the forest (the Edgewood area). Mr. Rolnizky expressed his concern that this is a guerrilla plan to chop down the forest and requested City input as is provided for any other major monument in San Francisco. Mr. Rolnizky described the aesthetic attributes of the forest and how that would be ruined by the plan to clear cut the area and replace it with grass. An additional concern is on the pesticides that would be used. Mr. Rolnizky asked that the Council consider protecting the Mount Sutro forest by giving it landmark status. It was also explained that UCSF submitted a pre-disaster application to request money for fire mitigation for this project. Mr. Rolnizky also offered other ways to fight the potential of fires such as installing a sprinkler system throughout the forest.

Mr. Jake Sigg reported that he has been a steward on Mount Sutro for the past three years and has been working on opening up trails including the historic trail. Mr. Sigg discussed previous inaccessibility problems with Mount Sutro and improvements that were made that allow for better accessibility for dog walkers and hikers that enjoy the area. Mr. Sigg explained that UCSF decided that not managing this mountain was no longer an option and is rightly concerned about the fire hazard that it could present to the nearby residents. Mr. Sigg believes that from his experience working on the mountain, that it does pose a potential fire hazard and agrees that the university must take it seriously as well as residents in the neighborhood.

Ms. L. Carpenter stated that she is a resident of the Forest Knolls neighborhood and appreciates that the stewards have made a nice trail, but that any other further cutting would be increasing the fire risk. Ms. Carpenter stated that after reading the UCSF plan, she decided that the fire risk was completely overstated and cited Ms. Bose's comments that the forest is very wet all year round and opening it up

further would substantially increase the fire risk because of the dryness and the windiness. It was explained that on top of the mountain there is a native garden, and it is extremely dry and windy, and that would be the only place where a fire could start.

Ms. Carpenter expressed her concern that there is also a plan to dump thousands of gallons of Roundup or other herbicides on top of the cut down trees so they won't re-sprout. It was explained that these herbicides would go into the watershed into their neighborhood and into the bay. Ms. Carpenter stated that she is against people saying that it is better to poison and chop down a forest rather than to retain non-native species. It was explained that there is current evidence that California native plants and vegetation are at risk because of global warming. Ms. Carpenter stressed the importance of retaining Mount Sutro's eucalyptus trees that are thriving in the area and not replacing them with native trees that may not do as well. Ms. Carpenter also stated that she believes the use of Federal Emergency Management Agency (FEMA) grants for fire mitigation for this area is a pretense. It was explained that trees produce clean air and take in dirty air and during this time of global warming, it is against current wisdom to chop down huge forests.

Mr. Paul Rotter, stated that he is a resident of the east side of the Mount Sutro forest and expressed the desire of the neighborhood to retain the forest as well as preserve its heritage. Mr. Rotter questioned the credibility of UCSF's plan being a fire mitigation effort. It was explained that several years ago UCSF prepared an extensive study on development of the forest area and discovered that they could not afford the plan, so determined that the only way they could manage the forest was to cut it down. Mr. Rotter stated that this is not a solution that is tenable with any good environmental plan. It was stated that San Francisco is a valuable city, and people enjoy going to Mount Sutro to walk their dogs because it is a forest, not a clearing. Mr. Rotter stated that Mount Sutro is not a fire hazard, that it is a beautiful wonderful place to visit and should be maintained.

Mr. Rotter questioned UCSF's motives and recommended that they make an effort to go into the neighborhoods and ask for community input. Mr. Rotter stated that he has lived in the neighborhood since 1974 and there have been no records of serious fires in that forest. The forest is defined by the California fire agencies as a moderate fire hazard, which is the lowest fire rating possible. Mr. Rotter stated that Mount Sutro should have the eucalyptus forest that is there now and indicated that other oak and native species may not do as well in this particular area.

Member Short stated that it is important for the Council to hear a presentation and review UCSF's Plan. Member Short asked whether a fire ecologist was consulted as part of the plan as that would be the most logical approach to determining a fire hazard. It was stated that it is important for the Council to review what is being proposed and to ask questions.

Member Cohen inquired whether the plan's objective is more about fire mitigation or if there is a native plant element as well. Ms. Bose explained that the memo that was circulated to the neighborhoods spoke of it as a fire mitigation plan and stated that FEMA pre-disaster funding was being sought after. Ms. Bose stated that her impression from listening to the interaction between UCSF and a presenter that was supportive of native plants, was that UCSF kept deferring to the supporter of native plants and that the two were inter-linked. Ms. Carpenter reported that UCSF was planning on planting oak trees, Manzanita and other natives to replace some of the trees that would be taken down. It was stated that there were to be 200 trees to be planted and 3000 trees to be taken down. Mr. Rolnizky requested that the Council make this into a citywide issue when all information is received from UCSF.

Council Chair Milne stated that the Mount Sutro discussion would be continued to a future meeting in order to secure a presentation from UCSF. Council Chair Milne explained that the Council is a body

responsible for advising the Board of Supervisors and Mayor and would not be dealing directly with a state agency such as UCSF. A recommendation was made that the public interested in this matter also follow-up with Board of Supervisors members because they are the body that have the authority to take action.

Member Cohen stated that this is the only forest that isn't managed in San Francisco and discussed management, access, and ecology concerns associated with UCSF's plan. Member Cohen asked that the Council make a commitment to investigating these concerns as well as maintaining the preservation of the forest. Council Coordinator Hui stated that she would provide the Council with UCSF's 2001 plan once it is received.

Ms. Fish, Council Secretary, reported that Member Blair had provided public comment on this agenda item that is included in the Council's agenda packet (Explanatory Documents: SF Tree Council Correspondence (PDF)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/CBlairSFTreeCouncilLtr.PDF>)

- 8. Urban Forestry Council Strategic Planning.** The Council will review the Planning and Funding Committee's suggestions on Council opportunities, constraints, strategies, direction, and assess their strengths and weaknesses. The Council will also discuss current resource needs and hear the Committee's strategic planning suggestions. Sponsor: Member Sherk. (Discussion)

Member Sherk reported that the Planning and Funding Committee discussed strategic planning ideas to increase the Council's relevance and visibility. Suggestions from the Committee discussion included forming an education ad hoc work group that would include Council members who would be interested in expanding what educational opportunities exist. Another idea that the Planning Committee discussed was scheduling a retreat to discuss ideas. Council Coordinator Hui reported that she would consult with the Deputy City Attorney and report back on retreat details. Member Sherk asked members for their input regarding the issue of relevance, the many opportunities that may be available, and strategic planning ideas to achieve this objective. Member Sherk also asked if Council members would be interested in joining a group that would focus on educational opportunities.

Member D'Agostino suggested (1) holding neighborhood meetings or "salons" similar to the Neighborhood Park Council's that would contain a tree related or horticultural educational component and coordinating a collaborative effort with other City departments on related issues, e.g., brown bags. Member Cohen recommended scheduling a strategic planning session, coordinating with agencies on urban forestry issues, and holding neighborhood meetings to encourage landmarking. Member Sustarich stated that it is important for individual agencies to cooperate with each other within the agency. Member Sustarich also recommended scheduling a presentation and including educational material on the Council's website on disease conditions that may affect trees, e.g., pine pitch canker. Council Coordinator Hui recommended contacting the presenter that discussed a similar topic at a Department of the Environment brown bag to make a presentation. Council Chair Milne stated that a presentation to the Council might help influence publicity on the topic and could be written about for the public's reference.

Member Short recommended referencing the Council's Priority Work Plan that also includes efforts to address pine pitch canker. Member Vargas stated that strategic planning should address what the Council is supposed to be doing which is advising the Board of Supervisors to understand the public and City department's concern for trees. Member Sherk explained that the Council finds itself in a weak position and she is interested in exploring what the Council can do in a proactive way that would result in helping the urban forest and adding validity to Council discussions. Member Sherk stated that the Council could have another function in addition to advising the Board of Supervisors, which is to deal with

the larger community. This effort would prove to be beneficial for the urban forest, the Supervisors, and the public.

Member Sherk recommended that the Council consider ways to make the Council more visible, more proactive, and relevant in the public and City community so there is more reason for the Council to be here. Member Cohen cited the lack of resources. Council Chair Milne recommended referencing the items on the Priority Work Plan individually. Member D'Agostino reported that she would be interested in joining an educational work group.

9. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Explanatory Document: Staff Report (Word)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReportforJuneUFCMeeting.doc>)

(Informational Report and Discussion)

Council Coordinator Hui provided a staff report and discussed (1) the cancellation of the Mayor's Office meeting, (2) presented final landmark tree certificates (Explanatory Documents: Landmark Tree Certificates (PDF)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/LandmarkTreeCertificates.pdf>), (3) announced website URL updates, (4) success of this year's annual pruning workshop, future efforts and provided a workshop attendee breakdown; (Explanatory Document: Pruning Workshop Attendee Breakdown (PDF)

<http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/PruningWorkshopAttendeeBreakdown.pdf>), (5) collaboration with the Public Library and education opportunities on the Green Stacks program; and (6) plans for distribution of the annual Urban Forest Survey. See above staff report for additional information.

10. **Committee Reports:** (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short. The next meeting is scheduled for Thursday, July 16, 2009, 4:15 p.m. at City Hall, Room 421.

Planning and Funding Committee Chair Short reported that the Committee reviewed the Annual Report Survey before the Council did and talked about the strategic planning concept presented today and there was also a discussion on illegal pruning. Council Coordinator Hui reported that an idea that was discussed at the Committee was to put signs on trees that had been pruned in violation of the pruning standards and Deputy City Attorney Cabrera seemed positive that it is a possibility that if a fine had been levied, that a sign can go up on the tree that says a fine has been levied and why. DPW code would have to be changed and she would be speaking to another Deputy City Attorney to discuss the process.

Landmark Tree Committee, Chair, Mike Boss. The next meeting to be announced as required.

Council Chair Milne reported that there has not been a Committee meeting for several months because of a lack of landmark tree nominations. Member Cohen reported on neighbor opposition and harassment to the property owner's nomination of the Moreton Bay fig that led to withdrawal of the nomination. It was stated that creation of a Conservation Ordinance would prevent this type of occurrence because the tree would automatically be protected. Council Coordinator Hui reported on concerns expressed by neighbors, e.g. effect on light and view. A discussion was held on proper pruning techniques to address these concerns.

11. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion).

There were no announcements made at this time.-

12. **New Business/Future Agenda Items.** (Information and Discussion). There was no new business or future agenda items discussed at this time.

13. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

14. Adjournment. The Urban Forestry Council meeting adjourned at 8:14 p.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved:

**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF JULY 24, 2009, 8:30 A.M.
CITY HALL, ROOM 400**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article III – Urban Forestry Council to add the Council’s Attendance Policy adopted on December 8, 2006 and amend Section 5: Excused Absences and Section 6: Absence from State to read as follows.

Section 5: ~~Excused Absences~~ Attendance Policy

~~If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council’s ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.~~

Purpose

The following policy is designed to establish minimum attendance standards for appointed members of the Urban Forestry Council and its Committees. In the event of any conflict between any provision of this policy and any provision of a **Mayoral or Board of Supervisors resolution, policy, ordinance** ~~City ordinance~~ or other applicable law (collectively, “Laws”) governing the Urban Forestry Council that establish more stringent attendance requirements for members of the Urban Forestry Council, the conflicting provision of such Laws shall govern.

Attendance Requirements

Except in the event of a notified absence (defined below), each member of the Urban Forestry Council is expected to attend each regular or special meeting of the Urban Forestry Council. The Urban Forestry Council secretary or clerk (“Secretary”) shall maintain a record of members’ attendance.

Notified Absences

A member’s absence shall constitute a “notified absence” where the member, in advance of the meeting, informs the Secretary of the Urban Forestry Council or other person whom the Urban Forestry Council has designated that the member will be absent. An absence due to

unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary of the Urban Forestry Council as soon as reasonably possible. The Secretary of the Urban Forestry Council shall record as non-notified all absences involving neither advance notice nor unforeseen circumstances.

Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Report to the Appointing Authority

The Secretary of the Urban Forestry Council shall report all instances of non-notified absences as well as any instance of three consecutive absences of a member from regular meetings in a fiscal year to the member's appointing authority.

Annual Attendance Report

At the end of each fiscal year, the Secretary of the Urban Forestry Council shall submit a written report to the appointing authorities of the Urban Forestry Council's membership detailing each Urban Forestry Council member's attendance at all meetings of the Urban Forestry Council for that fiscal year.

Section 6: Absence from the State

~~Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.~~

This is to certify that the above notice was issued and posted on July 8, 2009.

Monica Fish, Commission Secretary

1 [Amendment of Urban Forestry Council Bylaws]

2
3 **Resolution amending the Urban Forestry Council's Bylaws to add the Council's Attendance**
4 **Policy adopted on December 8, 2006 and amend Article III, Urban Forestry Council, Section 5: .**
5 **Excused Absences and Section 6: Absence from State.**

6 WHEREAS, The Urban Forestry Council at its July 24, 2009 meeting considered and approved
7 adding the Council's Attendance Policy adopted on December 8, 2006 and amend Article III, Urban
8 Forestry Council, Section 5: Excused Absences and Section 6: Absence from State; now therefore, be
9 it

10 RESOLVED, The Urban Forestry Council voted to approve amendments to its Bylaws Article
11 III, Urban Forestry Council, Sections 5 and 6 to read as follows:

12
13 **Section 5: Attendance Policy**

14
15 **Purpose**

16 The following policy is designed to establish minimum attendance standards for appointed
17 members of the Urban Forestry Council and its Committees. In the event of any conflict between any
18 provision of this policy and any provision of a Mayoral or Board of Supervisors resolution, policy,
19 ordinance or other applicable law (collectively, "Laws") governing the Urban Forestry Council that
20 establish more stringent attendance requirements for members of the Urban Forestry Council, the
21 conflicting provision of such Laws shall govern.

22 **Attendance Requirements**

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24 Council is expected to attend each regular or special meeting of the Urban Forestry Council. The
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1 Urban Forestry Council secretary or clerk ("Secretary") shall maintain a record of members'
2 attendance.

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5 meeting, informs the Secretary of the Urban Forestry Council or other person whom the Urban
6 Forestry Council has designated that the member will be absent. An absence due to unforeseen
7 circumstances such as illness or emergency shall also qualify as a notified absence where the
8 member reports such absence to the Secretary of the Urban Forestry Council as soon as reasonably
9 possible. The Secretary of the Urban Forestry Council shall record as non-notified all absences
10 involving neither advance notice nor unforeseen circumstances.

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13 extended period shall notify the Chair of the Council.

14 **Report to the Appointing Authority**

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16 absences as well as any instance of three consecutive absences of a member from regular
17 meetings in a fiscal year to the member's appointing authority.

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20 a written report to the appointing authorities of the Urban Forestry Council's membership
21 detailing each Urban Forestry Council member's attendance at all meetings of the Urban
22 Forestry Council for that fiscal year.

23
24 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on
25 July 24, 2009.

Urban Forestry Council 2008 Work Plan

Section A- Highest Priority Items:

1. Urban Forest Plan Priority Action Steps as agreed to by the Planning and Policy Committee.
2. Research other agency initiatives on planning, construction, and capital projects and how they may relate to the urban forest in terms of timing and scope. Create a comprehensive list of citywide urban forest activities and then decide what the most important areas for the Council to be involved with, such as the Better Streets Plan, Wastewater Management Plan and Planning Department's Urban Forest Master Plan. Work with bicyclists and pedestrians to create better streets and study the relationship of trees, pedestrian, automotive, and bicycle paths of travel. If possible, involve interns with putting together a baseline of citywide activities that would include a short description, timelines, funding requirements and funding sources. Research and share ideas from other countries.
3. Involvement in other City projects that Council members and City agencies are working on; such as work on the Islais Creek and other watersheds in San Francisco. Discussion of trees, uncovering streams, to create more ecological ways to create drainage and aquifer replenishment, study different kinds of greening and places for greening.
4. Involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers. Create requirements for no net loss of trees on private and public property, amend Planning Code Section 143 and strengthen other relevant codes and help public agencies enforce laws so that private property owners and contractors do not damage trees. Focus on methods of enforcement on protection of trees including examining the possibility of bonding requirements.
5. Participation in requesting funding from bonds directed towards urban forest work around the state; e.g., Proposition 84, land and water bond, in which millions of dollars are allocated for the urban forest around the state and the Recreation and Park bond allocated to the urban forest and trail restoration.
6. Crocker Amazon and other park projects to install artificial turf play fields that resulted and would result in a loss of trees. Council to discuss processes used in approving projects and make recommendations on MOU's. Discuss whether public and private entities are working well together in the interests of the public. Ensure adequate public participation—what role should private entities play in the stewardship of public places. Create Resolutions and make presentations to Commissions to pay attention to these issues. Discussion of City subcontracting and the public process. Ensure the City is following state law SB1277.
7. Work on funding for the Council
8. Raise awareness and funding to maintain trees that are being planted and exist in the City under City agency management with the public, City agencies, the Board of Supervisors, and the Mayor's office.
9. Agree to a definition of the urban forest in order to help make better choices for work plan selections.
10. Look into the feasibility of requiring a certification for anyone who works on a tree under City jurisdiction. Consider training programs for the public.

Section B- Secondary Priority Items:

- Work on City policy to address the pine pitch canker. Include discussion of the effects on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees; e.g., SFPUC does not have resources to attend to establishment and planting of new trees.
- Create a paradigm shift as to how San Francisco urban dwellers see our streets, sidewalks, trees, underground, and aboveground regarding sidewalk pocket parks and green belts, through writing articles, etc.
- Expand Recommended Street Tree list.
- Create a citizen public outreach campaign on an annual or two-year basis to heighten awareness of what the public's role should be in relation to the urban forest. Consider including seasonal tree care information.

Section C- Lowest Priority items:

- Conduct monthly meetings between the Council Chair, Ms. Hui, a Board of Supervisors Representative (preferably the Board President), and the Director of Greening in order to discuss the Council's activities and provide monthly updates.
- Review last year's work plan for carry-over items (MM).
- Discuss Council's interactions with other City Hall agencies. Increase public outreach through written articles to newspapers.
- Work on tree recommendations beyond street trees; review additional tree species that might be larger in stature or native species that aren't as large that are not appropriate for streets but could be recommended to property owners as property backyard trees or to agencies that have land. Create companion lists to the current street tree list that include an open space list, backyard tree list, etc.
- Recommend that the Board of Supervisors nominate a certain number of trees per year (and per district) for landmark status.
- Determine the role of the Council on the SF Tree Map project.
- Recommend to the Board of Supervisors to (1) regulate or impose fines when major renovations for tree plantings do not follow the requirement to plant 20 feet on center and (2) charge an in lieu fee for capital improvement projects run by the city when trees are removed and cannot be replaced. The fee would be allocated to DPW to plant trees in an alternate location.
- Expand the Arbor Day celebration to include pruning guidelines in addition to planting.
- Encourage more media and publicity surrounding tree maintenance/pruning. Focus on public participation and education (training sessions) on tree pruning guidelines in addition to planting. Establish fees to cover costs for trainings on pruning guidelines.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

Friday July 24, 2009, 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

GOVERNMENT
DOCUMENTS DEPT

AUG 20 2009

Order of Business

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1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 9:00 a.m. Roll Call: Present: Chair Milne, Vice Chair D'Agostino, Members Cohen, LeBeau, Rodgers and Short; Excused: Members Blair, Boss, Hillan, Sherk and Vargas; Advisory Members Present: Members Nervo and Sustarich.
 2. **Adoption of Minutes of the June 23, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Rodgers and second by Member Short, the June 23, 2009 Meeting Minutes were approved without objection (AYES: Chair Milne, Vice Chair D'Agostino, Members Cohen, LeBeau, Rodgers and Short; Absent: Members Blair, Boss, Hillan, Sherk and Vargas) (Explanatory Document: June 23, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=107367).
 3. **Resolution Amending the Urban Forestry Council's Bylaws to Add the Council's Attendance Policy and Amend the Existing Bylaws Requirements.** (Explanatory Documents: Notice of Amendment to Bylaws (PDF) http://sfgov.org/site/sfenvironment_page.asp?id=107502 and Draft Resolution Amending Bylaws (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-05-UFCAmendBylaws.pdf> (Discussion and Action)

Council Coordinator Hui reported that the Council Secretary is required to submit an attendance report for all Council members at the end of each fiscal year to the member's appointing authority, which has been done, and Council members were emailed a copy of the report. It was stated that the Deputy City Attorney requested that the attendance policy, which the Council adopted at their December 2006 meeting, be included in the Bylaws. The Council today would be voting on adding the Attendance Policy to their Bylaws and also revising the existing Bylaws as indicated in the notice. Vice Chair D'Agostino questioned whether the Bylaws and Attendance Policy requirement excerpt "If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member" should be deleted because she has noticed attendance problems on the part of members that should be addressed.

Member Cohen expressed concern about the recent Ordinance legislating membership reduction and cited this as a reason for more absences and less energy on the part of members. Member Cohen asked if anyone was assigned to contact the member as to why they are not attending meetings. Coordinator Hui stated that there is no requirement to contact the member as members are aware of the Attendance Policy. However, members do receive a copy of the Attendance Report to review before it is sent to the appointing authority. Member Rodgers recommended that the Bylaws and Policy reflect that if a member misses a certain number of meetings, the Council shall schedule a hearing on whether a Resolution should be passed requesting an alternate appointment.

Upon Motion by Member Short and second by Member LeBeau, this item was continued to the August 25 meeting with a request for staff to work with the Deputy City Attorney to make the Bylaws consistent with the Attendance Policy. (AYES: Chair Milne, Vice Chair D'Agostino, Members Cohen, LeBeau, Rodgers and Short; Absent: Members Blair, Boss, Hillan, Sherk and Vargas)

4. Urban Forestry Council's Priority Work Plan. (Discussion) (Explanatory Document: Priority Work Plan (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/CouncilWorkPlan.doc>) Sponsor and Speaker: Chair Milne

Member Short reported that the Council has a Priority Work Plan (see explanatory document above) but never revisited the plan to address whether items should be added, deleted, or worked on. Council Members reviewed the Plan and provided recommendations as follows:

Chair Milne stated that there is a federal investigation taking place on Work Plan Item A6 regarding installation of artificial turf fields as it applies to toxic chemicals that are used to make the material, and review of the effect on endangered animal species. Member Short indicated that the artificial turf fields also contain lead and there is a problem with lead leeching.

Member Short reported that the Council has discussed Work Plan Item A10 "Look into the feasibility of requiring a certification for anyone who works on a tree under City jurisdiction. Consider training programs for the public" but was not successful in making it happen because of legal and budgetary considerations. Member LeBeau stated that she would like to continue discussion on certification and suggested that at a minimum there be ISA certification. Council Coordinator Hui stated that the Deputy City Attorney did say that a program could be moved forward but would require additional funding for Department of Public Works staffing, so a program is not possible at this time because funding does not exist. Member Rodgers stated that if the Council feels it is important enough, they can still propose a recommendation to the Board. Member LeBeau reported that Friends of the Urban Forest (FUF) talked extensively about illegal pruning and are trying to form their own programs, but have not been successful influencing the City. Member Cohen expressed her concern that tree topping is getting worse in the city.

Member D'Agostino stated that Work Plan Item C1 to conduct monthly meetings between the Coordinator, Chair, and Greening Director to discuss Council activities and provide monthly updates is occurring.

Chair Milne stated that Work Plan Item B1 had not been worked on "Work on City policy to address pine pitch canker. Include discussion of the effects on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees; e.g., SFPUC does not have resources to attend to establishment and planting of new trees." Member Short stated that there is a new city canker problem that has been diagnosed in Southern California that is affecting ficus trees. It was recommended that a former member, Mr. Larry Costello, an expert in this field, be invited to attend a future Council meeting to present on this subject. Chair Milne suggested that Mr. Costello bring a draft resolution for the Council to refer to the Board of Supervisors. Council Coordinator Hui recommended that Mr. Costello provide recommendations for a Resolution for staff to draft. Member Cohen inquired whether there could be state funding available to address this problem and whether preventative treatments were available. Member Short reported that through her investigation of this issue, she found that there are no treatments for the pine pitch canker, but there is an experimental inoculation for the city canker. Member Short is also exploring whether the state can support funding

Chair Milne stated that Work Plan Item A4 as it relates to the Council's involvement in large public projects and making changes to the Planning Code for better enforcement and protection of existing trees...has not been completed and has been an arduous process in securing speakers to attend Council meetings to

describe their project. Chair Milne asked Member Rodgers to inform the Council of Planning Code changes that may be in progress. Member Rodgers reported that she and Member Cohen had drafted a green landscaping ordinance approximately four years ago at the request of the Mayor's Office Director of Greening, which is now moving forward. The ordinance currently includes permeability and increased landscaping requirements, green planting alternatives if a tree can't be planted, other sidewalk planting, and interior parking lot tree planting requirements. It could be more robust but is a good start right now. The Mayor is reviewing the Ordinance for developer concerns as it involves increased costs, but it is hoped that the Ordinance will be introduced soon. There are two processes for introduction that include (1) either the Mayor can introduce the Ordinance at a Board of Supervisors meeting, and it would then be routed to the Planning Commission for review, or (2) the Planning Department can introduce the Ordinance at a Planning Commission hearing, and then the Mayor can choose to sponsor it at the Board of Supervisors. The Ordinance does require Commission and Board approval. Member Rodgers recommended that the Council pass a Resolution urging introduction of the Ordinance either at the Planning Commission or the Board of Supervisors. Another alternative recommended was to contact the Director of Greening to inquire about the status and offer the Council's support. Member D'Agostino discussed the San Mateo "Flows to the Bay" Best Management Practices for managing storm water, planting in parking lots, etc.

Member Cohen stated that Planning Code Section 143 requires a tree every 20 feet and because one of the Council's priority work items is to increase sidewalk pocket parks, the requirement should be one tree every 20 feet along with consecutive planting of ten-feet of understory. Member Cohen stated that there is a lot of construction, demolition, and improvements that every City department is involved in as part of development, which would present opportunities for increased permeability, planting, and canopy cover, but oftentimes does not happen. Member Cohen recommended that the Planning Code bar be raised and not kept at status quo.

Member Short stated that she supports this concept but discussed the maintenance challenge in public right-of-ways. It was stated that there is a lot of pedestrian traffic in San Francisco and there is concern that if these areas are not well maintained, it could cause potential tripping hazards for the public and block access to sidewalk space. Member Short discussed the negative outcome when developers plant trees and fail to disclose to new owners that the tree is their maintenance responsibility. An additional concern would be who would be able to enforce maintenance if permeable sidewalk garden spaces were to be required. Vice Chair D'Agostino discussed her involvement in San Francisco garden project installations, the lack of proper maintenance in many of these installations, and the need for regulation. Member LeBeau suggested that as an alternative to garden installations, permeable pavers be considered as they are easier to maintain. Member Cohen stated that in the case of development in conjunction with condominiums, that the homeowners association be involved in maintenance. Member Rodgers stated that the Council has presented good ideas that she hopes to discuss at upcoming meetings.

Chair Milne stated that in reference to Work Plan Item A5 as it relates to the Recreation and Park bond for urban forest projects, a presentation was given by a Recreation and Park Department staff member on how the bond would address urban forest projects. The presenter indicated that she would make a presentation at the Council to describe updates when the bond goes into effect. Chair Milne indicated that on Item C5, he would talk to Board of Supervisors members to suggest that they recommend to the Council landmark trees from their district on a regular basis.

Member LeBeau requested that the Recommended Street Tree list be expanded and placed on a future agenda. Council Chair Milne stated that the Council should work on the pine pitch canker item and the green landscaping ordinance in the near future.

5. Status Report on Data Collection for the Urban Forestry Council's Annual Report. (Informational Report and Discussion) (Explanatory Documents: Annual Report Surveys Received) Speaker: Mei Ling Hui, Council Coordinator

Council Coordinator Hui distributed annual report surveys that were received to date. It was stated that in addition to responses received (1) FUF reported working on the survey; (2) GGNRA reported that they are not sure they would provide a response because they are researching whether anything in their jurisdiction would apply to the City and County of San Francisco; and (3) Redevelopment is in the process of identifying the right person to complete the report and serve as a Council member. Coordinator Hui reported that all of the agencies that have responded are listed in the Staff Report (see explanatory document in Agenda Item 6). Chair Milne remarked that there was better response received this year than the previous year. Member Cohen inquired about a response from Presidio Trust. Coordinator Hui reported that she had not received a response from Presidio Trust.

Council Coordinator Hui reported that she would present the Council with a draft of the Annual Report at the Council's August meeting for review and comment. It was explained that this would be the only opportunity for the Council to request changes or clarifications since the report is due in September, and would be sent out approximately a week after the August meeting. Coordinator Hui stated that she would not include the lengthy background of urban forest work in San Francisco for this report and would provide an executive summary that would lead to highlighting agency responses. The Council was asked to provide their comments to Ms. Hui on highlights they would like to include in the report. Coordinator Hui stated that she would include a reference to the completion of the "Trees for Tomorrow" and the San Francisco Unified School District (SFUSD) "2012 by 2012" campaigns, as well as major urban forest campaigns such as the Recreation and Park Department's General Obligation Bond

6. Staff Report. Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report)

Council Coordinator Hui provided Council Members with a written Staff Report. Additionally, Ms. Hui reported on the Recreation and Park Department's issuance of a Request for Proposals (RFP) and hiring of a consultant, Hort Science, to review their urban forest and make an assessment of which areas should be focused on. The Recreation and Park Department is also doing overall urban forest planning. The overall urban forest planning and the decisions about which sites will be assessed does not qualify for bond funding; however future individual site assessments that will be followed by work will be paid for by bond funding.

Additional topics of discussion can be accessed in the explanatory document staff report above and include (1) the monthly meeting cancellation with the Mayor's Office Director of Greening; (2) landmark tree tour scheduled on August 22 at 1801 Bush Street; (3) San Francisco Foundation grant for the Urban Gleaning Project; (4) restart of the Tree Map project; (5) Commission on the Environment July 28 meeting to vote on a Resolution urging the Planning Department to prioritize Urban Forest Plan work; (6) collaboration with the Public Library on the Green Stacks program; and (7) Annual Urban Forest Report status.

Coordinator Hui also reported on correspondence received from UCSF to the Council reporting on the status of the Mount Sutro Project and indicating that they would attend a Council meeting later in the year when their plans are back in progress. UCSF had also sent the Council a copy of the letter sent to Mount Sutro neighbors to report on their plans moving forward. (Explanatory Document: UCSF Letter)

7. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The next meeting is scheduled for Thursday, August 20, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Committee, Chair, Mike Boss

Chair Milne reported that the Planning and Funding and Landmark Tree Committees did not have meetings in July. No additional report was provided at this time.

8. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion)

Council Chair Milne discussed the publicity that the Department of Public Works is receiving about the lack of funding available to fix sidewalks damaged by street tree roots. Chair Milne reported that he had seen three trucks and a concrete mixer fixing roots on Folsom Street, which had not been fixed in a couple of years. Vice-Chair D'Agostino discussed the Examiner article "Rooting Out" and stated that the Council should provide an article to publish called "Topping Off" and why it is bad. Chair Milne stated that the Examiner has always been interested in publishing urban forest articles.

9. New Business/Future Agenda Items. (Information and Discussion).

Future agenda items recommended include (1) Review of the Recommended Street Tree List (Member LeBeau) for review at the Planning and Funding Committee and then to the full Council; (2) city canker informational report (Member Short); (3) discussion on the Examiner article about what to do with empty lots when development has stalled. Discuss the idea about planting trees on the lots, which may not be feasible because those trees could be torn down when development restarts and provide recommendations for use of these lots, e.g., urban tree nurseries (Member Short); and (4) discussion of the canker problem and the green landscaping ordinance (Chair Milne).

Member LeBeau reported that Friends of the Urban Forest is having a planting on Saturday in the Mission District and will be followed by a planting the following Saturday in Mission Terrace.

10. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

11. Adjournment. The Urban Forestry Council meeting adjourned at 10:03 a.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:



**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES**

Friday July 24, 2009, 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Order of Business

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SEP 15 2009

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approved
1. **Call to Order and Roll Call.** The Urban Forestry Council meeting convened at 9:00 a.m. Roll Call: Present: Chair Milne, Vice Chair D'Agostino, Members Cohen, LeBeau, Rodgers and Short; Excused: Members Blair, Boss, Hillan, Sherk and Vargas; Advisory Members Present: Members Nervo and Sustarich.
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Member Short reported that the Council has discussed Work Plan Item A10 "Look into the feasibility of requiring a certification for anyone who works on a tree under City jurisdiction. Consider training programs for the public" but was not successful in making it happen because of legal and budgetary considerations. Member LeBeau stated that she would like to continue discussion on certification and suggested that at a minimum there be ISA certification. Council Coordinator Hui stated that the Deputy City Attorney did say that a program could be moved forward but would require additional funding for Department of Public Works staffing, so a program is not possible at this time because funding does not exist. Member Rodgers stated that if the Council feels it is important enough, they can still propose a recommendation to the Board. Member LeBeau reported that Friends of the Urban Forest (FUF) talked extensively about illegal pruning and are trying to form their own programs, but have not been successful influencing the City. Member Cohen expressed her concern that tree topping is getting worse in the city.

Member D'Agostino stated that Work Plan Item C1 to conduct monthly meetings between the Coordinator, Chair, and Greening Director to discuss Council activities and provide monthly updates is occurring.

Chair Milne stated that Work Plan Item B1 had not been worked on "Work on City policy to address pine pitch canker. Include discussion of the effects on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees; e.g., SFPUC does not have resources to attend to establishment and planting of new trees." Member Short stated that there is a new city canker problem that has been diagnosed in Southern California that is affecting ficus trees. It was recommended that a former member, Mr. Larry Costello, an expert in this field, be invited to attend a future Council meeting to present on this subject. Chair Milne suggested that Mr. Costello bring a draft resolution for the Council to refer to the Board of Supervisors. Council Coordinator Hui recommended that Mr. Costello provide recommendations for a Resolution for staff to draft. Member Cohen inquired whether there could be state funding available to address this problem and whether preventative treatments were available. Member Short reported that through her investigation of this issue, she found that there are no treatments for the pine pitch canker, but there is an experimental inoculation for the city canker. Member Short is also exploring whether the state can support funding

Chair Milne stated that Work Plan Item A4 as it relates to the Council's involvement in large public projects and making changes to the Planning Code for better enforcement and protection of existing trees...has not been completed and has been an arduous process in securing speakers to attend Council meetings to describe their project. Chair Milne asked Member Rodgers to inform the Council of Planning Code changes that may be in progress. Member Rodgers reported that she and Member Cohen had drafted a green landscaping ordinance approximately four years ago at the request of the Mayor's Office Director of

Greening, which is now moving forward. The ordinance currently includes permeability and increased landscaping requirements, green planting alternatives if a tree can't be planted, other sidewalk planting, and interior parking lot tree planting requirements. It could be more robust but is a good start right now. The Mayor is reviewing the Ordinance for developer concerns as it involves increased costs, but it is hoped that the Ordinance will be introduced soon. There are two processes for introduction that include (1) either the Mayor can introduce the Ordinance at a Board of Supervisors meeting, and it would then be routed to the Planning Commission for review, or (2) the Planning Department can introduce the Ordinance at a Planning Commission hearing, and then the Mayor can choose to sponsor it at the Board of Supervisors. The Ordinance does require Commission and Board approval. Member Rodgers recommended that the Council pass a Resolution urging introduction of the Ordinance either at the Planning Commission or the Board of Supervisors. Another alternative recommended was to contact the Director of Greening to inquire about the status and offer the Council's support. Member D'Agostino discussed the San Mateo "Flows to the Bay" Best Management Practices for managing storm water, planting in parking lots, etc.

Member Cohen stated that Planning Code Section 143 requires a tree every 20 feet and because one of the Council's priority work items is to increase sidewalk pocket parks, the requirement should be one tree every 20 feet along with consecutive planting of ten-feet of understory. Member Cohen stated that there is a lot of construction, demolition, and improvements that every City department is involved in as part of development, which would present opportunities for increased permeability, planting, and canopy cover, but oftentimes does not happen. Member Cohen recommended that the Planning Code bar be raised and not kept at status quo.

Member Short stated that she supports this concept but discussed the maintenance challenge in public right-of-ways. It was stated that there is a lot of pedestrian traffic in San Francisco and there is concern that if these areas are not well maintained, it could cause potential tripping hazards for the public and block access to sidewalk space. Member Short discussed the negative outcome when developers plant trees and fail to disclose to new owners that the tree is their maintenance responsibility. An additional concern would be who would be able to enforce maintenance if permeable sidewalk garden spaces were to be required. Vice Chair D'Agostino discussed her involvement in San Francisco garden project installations, the lack of proper maintenance in many of these installations, and the need for regulation. Member LeBeau suggested that as an alternative to garden installations, permeable pavers be considered as they are easier to maintain. Member Cohen stated that in the case of development in conjunction with condominiums, that the homeowners association be involved in maintenance. Member Rodgers stated that the Council has presented good ideas that she hopes to discuss at upcoming meetings.

Chair Milne stated that in reference to Work Plan Item A5 as it relates to the Recreation and Park bond for urban forest projects, a presentation was given by a Recreation and Park Department staff member on how the bond would address urban forest projects. The presenter indicated that she would make a presentation at the Council to describe updates when the bond goes into effect. Chair Milne indicated that on Item C5, he would talk to Board of Supervisors members to suggest that they recommend to the Council landmark trees from their district on a regular basis.

Member LeBeau requested that the Recommended Street Tree list be expanded and placed on a future agenda. Council Chair Milne stated that the Council should work on the pine pitch canker item and the green landscaping ordinance in the near future.

5. Status Report on Data Collection for the Urban Forestry Council's Annual Report. (Informational Report and Discussion) (Explanatory Documents: Annual Report Surveys Received (PDF))

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/AnnualReportSurveyResponses.pdf>) Speaker:
Mei Ling Hui, Council Coordinator

Council Coordinator Hui distributed annual report surveys that were received to date. It was stated that in addition to responses received (1) FUF reported working on the survey; (2) GGNRA reported that they are not sure they would provide a response because they are researching whether anything in their jurisdiction would apply to the City and County of San Francisco; and (3) Redevelopment is in the process of identifying the right person to complete the report and serve as a Council member. Coordinator Hui reported that all of the agencies that have responded are listed in the Staff Report (see explanatory document in Agenda Item 6). Chair Milne remarked that there was better response received this year than the previous year. Member Cohen inquired about a response from Presidio Trust. Coordinator Hui reported that she had not received a response from Presidio Trust.

Council Coordinator Hui reported that she would present the Council with a draft of the Annual Report at the Council's August meeting for review and comment. It was explained that this would be the only opportunity for the Council to request changes or clarifications since the report is due in September, and would be sent out approximately a week after the August meeting. Coordinator Hui stated that she would not include the lengthy background of urban forest work in San Francisco for this report and would provide an executive summary that would lead to highlighting agency responses. The Council was asked to provide their comments to Ms. Hui on highlights they would like to include in the report. Coordinator Hui stated that she would include a reference to the completion of the "Trees for Tomorrow" and the San Francisco Unified School District (SFUSD) "2012 by 2012 (PDF)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/AnnualReportSurveyResponses.pdf>" campaigns, as well as major urban forest campaigns such as the Recreation and Park Department's General Obligation Bond

6. Staff Report. Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report (PDF)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReport.pdf>)

Council Coordinator Hui provided Council Members with a written Staff Report. Additionally, Ms. Hui reported on the Recreation and Park Department's issuance of a Request for Proposals (RFP) and hiring of a consultant, Hort Science, to review their urban forest and make an assessment of which areas should be focused on. The Recreation and Park Department is also doing overall urban forest planning. The overall urban forest planning and the decisions about which sites will be assessed does not qualify for bond funding; however future individual site assessments that will be followed by work will be paid for by bond funding.

Additional topics of discussion can be accessed in the explanatory document staff report above and include (1) the monthly meeting cancellation with the Mayor's Office Director of Greening; (2) landmark tree tour scheduled on August 22 at 1801 Bush Street; (3) San Francisco Foundation grant for the Urban Gleaning Project; (4) restart of the Tree Map project; (5) Commission on the Environment July 28 meeting to vote on a Resolution (PDF)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/DraftResolutionPrioritizeUrbanForestPlan.pdf> urging the Planning Department to prioritize Urban Forest Plan work; (6) collaboration with the Public Library on the Green Stacks program; and (7) Annual Urban Forest Report status.

Coordinator Hui also reported on correspondence received from UCSF to the Council reporting on the status of the Mount Sutro Project and indicating that they would attend a Council meeting later in the year when their plans are back in progress. UCSF had also sent the Council a copy of the letter sent to Mount

Sutro neighbors to report on their plans moving forward. (Explanatory Document: UCSF Letter (PDF)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/UCSFCorrespondenceMtSutro.pdf>)

7. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The next meeting is scheduled for Thursday, August 20, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Committee, Chair, Mike Boss

Chair Milne reported that the Planning and Funding and Landmark Tree Committees did not have meetings in July. No additional report was provided at this time.

8. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion)

Council Chair Milne discussed the publicity that the Department of Public Works is receiving about the lack of funding available to fix sidewalks damaged by street tree roots. Chair Milne reported that he had seen three trucks and a concrete mixer fixing roots on Folsom Street, which had not been fixed in a couple of years. Vice-Chair D'Agostino discussed the Examiner article "Rooting Out" and stated that the Council should provide an article to publish called "Topping Off" and why it is bad. Chair Milne stated that the Examiner has always been interested in publishing urban forest articles.

9. New Business/Future Agenda Items. (Information and Discussion).

Future agenda items recommended include (1) Review of the Recommended Street Tree List (Member LeBeau) for review at the Planning and Funding Committee and then to the full Council; (2) city canker informational report (Member Short); (3) discussion on the Examiner article about what to do with empty lots when development has stalled. Discuss the idea about planting trees on the lots, which may not be feasible because those trees could be torn down when development restarts and provide recommendations for use of these lots, e.g., urban tree nurseries (Member Short); and (4) discussion of the canker problem and the green landscaping ordinance (Chair Milne).

Member LeBeau reported that Friends of the Urban Forest is having a planting on Saturday in the Mission District and will be followed by a planting the following Saturday in Mission Terrace.

10. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

11. Adjournment. The Urban Forestry Council meeting adjourned at 10:03 a.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary
Approved: August 25, 2009

08-05-09P12:25 RCVD

AUG 05 2009

SAN FRANCISCO

NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF PUBLIC LIBRARY
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF AUGUST 25, 2009, 6:00 P.M.
CITY HALL, ROOM 416

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article III – Urban Forestry Council to add and amend the Council's Attendance Policy adopted on December 8, 2006 into the Bylaws Section 5: Excused Absences and Section 6: Absence from State to read as follows.

Section 5: ~~Excused Absences~~ Attendance Policy

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Purpose

The following policy is designed to establish minimum attendance standards for appointed members of the Urban Forestry Council and its Committees. In the event of any conflict between any provision of this policy and any provision of a **Mayoral or Board of Supervisors resolution, policy, ordinance** ~~City ordinance~~ or other applicable law (collectively, "Laws") governing the Urban Forestry Council that establish more stringent attendance requirements for members of the Urban Forestry Council, the conflicting provision of such Laws shall govern.

Attendance Requirements

Except in the event of a notified absence (defined below), each member of the Urban Forestry Council is expected to attend each regular or special meeting of the Urban Forestry Council. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. The Urban Forestry Council secretary or clerk ("Secretary") shall maintain a record of members' attendance.

Notified Absences

A member's absence shall constitute a "notified absence" where the member, in advance of the meeting, informs the Secretary of the Urban Forestry Council or other person whom the

Urban Forestry Council has designated that the member will be absent. An absence due to unforeseen circumstances such as illness or emergency shall also qualify as a notified absence where the member reports such absence to the Secretary of the Urban Forestry Council as soon as reasonably possible. The Secretary of the Urban Forestry Council shall record as non-notified all absences involving neither advance notice nor unforeseen circumstances.

Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Report to the Appointing Authority

If a Council Member misses more than three (3) meetings of the full Council or three (3) Committee meetings per fiscal year, whether those absences are excused or unexcused, then the Council will automatically schedule an agenda item to be heard at their next meeting to vote on passing a Resolution or request that the Chair create a letter requesting that the appointing authority remove the member and appoint a replacement member. The Secretary of the Urban Forestry Council shall also report all instances of non-notified absences--as well as any instance of three consecutive absences of a member from regular meetings in a fiscal year to the member's appointing authority.

Annual Attendance Report

At the end of each fiscal year, the Secretary of the Urban Forestry Council shall submit a written report to the appointing authorities of the Urban Forestry Council's membership detailing each Urban Forestry Council member's attendance at all meetings of the Urban Forestry Council for that fiscal year.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

This is to certify that the above notice was issued and posted on July 30, 2009.

Monica Fish, Commission Secretary



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

Regular Meeting Notice and Agenda

**Tuesday, August 25, 2009 at 6:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

GOVERNMENT
DOCUMENTS DEPT

AUG 20 2009

SAN FRANCISCO
PUBLIC LIBRARY

Council Members: Terry Milne (Chair), Maria D'Agostino (Vice-Chair), Carolyn Blair, Mike Boss, Jocelyn Cohen, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Carla Short (San Francisco Department of Public Works), and Kelaine Vargas; **Advisory Members:** Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui

Commission Secretary: Monica Fish

**Public comment will be taken before the Council takes action on any item.
Order of Business**

- 1. Call to Order and Roll Call.**
- 2. Adoption of Minutes of the July 24, 2009 Urban Forestry Council Regular Meeting.**
(Explanatory Document: July 24, 2009 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=108907)
(Discussion and Action)
- 3. Approval of Resolution File 2009-05-UFC Amending the Urban Forestry Council Attendance Policy and Adding the Attendance Policy into the Bylaws.** (Explanatory Documents: Notice of Proposed Bylaws Amendment (PDF)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/BylawsAmendmentNoticePost.pdf>, Draft Resolution Amending Bylaws (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-05-UFCAmendBylaws.doc> and Amended Attendance Policy (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/AttendancePolicyRevisedDraft.doc>) (Discussion and Action)
- 4. Review and Adoption of the Urban Forest Annual Report.** Speaker: Mei Ling Hui, Urban Forestry Council Coordinator (Explanatory Document: Urban Forest Annual Report) (Discussion and Action)
- 5. Outreach for Urban Forestry Council Membership.** (Discussion)
- 6. Urban Forestry Council Strategic Planning.** The Council will discuss the Planning and Funding Committee's recommendations on Council opportunities, constraints, strategies, direction, and

11 Grove Street, San Francisco, California 94102
www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

assess their strengths and weaknesses. The Council will also discuss current resource needs and hear the Planning and Funding Committee's strategic planning suggestions. Sponsor: Member Sherk (Continued from the June 23, 2009) (Discussion)

7. Staff Report. Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report)

8. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The next meeting is scheduled for Thursday, September 17, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Ad Hoc Committee, Chair, Mike Boss

The next meeting is scheduled as required.

9. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion)

10. New Business/Future Agenda Items. (Information and Discussion).

11. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

12. Adjournment.

The next meeting of the Urban Forestry Council is scheduled for Friday, September 25, 2009 at 8:30 a.m., in Room 400, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sof@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Council's meeting agenda and minutes link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Urban Forestry Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Council and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: August 20, 2009



**NOTICE OF PROPOSED AMENDMENT TO THE BYLAWS OF
THE SAN FRANCISCO URBAN FORESTRY COUNCIL
TO BE ACTED UPON AT THE REGULAR MEETING OF AUGUST 25, 2009, 6:00 P.M.
CITY HALL, ROOM 416**

This notice is issued pursuant to Article XI – Amendment of Bylaws of the San Francisco Urban Forestry Council requiring circulation of proposed amendments in writing to all Council Members and noticed to the public at least ten (10) days prior to such meeting. The Urban Forestry Council will discuss and vote on amending Article III – Urban Forestry Council to add and amend the Council’s Attendance Policy adopted on December 8, 2006 into the Bylaws Section 5: Excused Absences and Section 6: Absence from State to read as follows.

Section 5: ~~Excused Absences~~ Attendance Policy

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Purpose

The following policy is designed to establish minimum attendance standards for appointed members of the Urban Forestry Council and its Committees. In the event of any conflict between any provision of this policy and any provision of a **Mayoral or Board of Supervisors resolution, policy, ordinance** ~~City ordinance~~ or other applicable law (collectively, “Laws”) governing the Urban Forestry Council that establish more stringent attendance requirements for members of the Urban Forestry Council, the conflicting provision of such Laws shall govern.

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This is to certify that the above notice was issued and posted on July 30, 2009.

Monica Fish, Commission Secretary

URBAN FORESTRY COUNCIL ATTENDANCE POLICY

Bylaws

The Urban Forestry Council's Bylaws (September 22, 2006), Article III, Section 5 states the following in reference to attendance requirements:

Section 5: Excused Absences

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Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Report to the Appointing Authority

If a Council Member misses more than three (3) meetings of the full Council or three (3) Committee meetings per fiscal year, whether those absences are excused or unexcused, then the Council will automatically schedule an agenda item to be heard at their next meeting to vote on passing a Resolution or request that the Chair create a letter requesting that the appointing authority remove the member and appoint a replacement member. The Secretary of the Urban Forestry Council shall also report all instances of non-notified absences .as well as any instance of three consecutive absences of a member from regular meetings in a fiscal year to the member's appointing authority.

Annual Attendance Report

At the end of each fiscal year, the Secretary of the Urban Forestry Council shall submit a written report to the appointing authorities of the Urban Forestry Council's membership detailing each Urban Forestry Council member's attendance at all meetings of the Urban Forestry Council for that fiscal year.

Adopted at the Urban Forestry Council's Meeting on August 25, 2009

[Amendment of Urban Forestry Council Bylaws and Attendance Policy)

Resolution amending the Urban Forestry Council's Bylaws "Article III – Urban Forestry Council" to add the Council's Attendance Policy adopted on December 8, 2006 into the Bylaws "Section 5: Excused Absences", incorporate "Section 6: Absence from State" into "Section 5: Excused Absences" and amend the Attendance Policy "Purpose" and "Report to the Appointing Authority" sections.

WHEREAS, The Urban Forestry Council at its August 25, 2009 meeting considered and approved amending "Article III – Urban Forestry Council" to add the Council's Attendance Policy adopted on December 8, 2006 into the Bylaws "Section 5: Excused Absences", incorporate "Section 6: Absence from State" into "Section 5: Excused Absences" and amend the Attendance Policy "Purpose", and "Report to the Appointing Authority" sections; now therefore, be it

RESOLVED, The Urban Forestry Council voted to approve amendments to its Bylaws Article III, Urban Forestry Council, Sections 5 and 6 to read as follows:

Section 5: ~~Excused Absences~~ Attendance Policy

Purpose

The following policy is designed to establish minimum attendance standards for appointed members of the Urban Forestry Council and its Committees. In the event of any conflict between any provision of this policy and any provision of a **Mayoral or Board of Supervisors resolution, policy, ordinance** ~~City ordinance~~ or other applicable law (collectively, "Laws") governing the Urban Forestry Council that establish more stringent attendance requirements for members of the Urban Forestry Council, the conflicting provision of such Laws shall govern.

1 ~~If a Council member provides prior notification of absence from Council and Committee~~
2 ~~meetings to the Chair of the Council, then such absence is considered an excused absence.~~
3 ~~If the Chair or Council staff receives no prior notice, then the minutes shall note that the~~
4 ~~absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to~~
5 ~~the Council's ongoing success. If a Council Member misses more than three (3) meetings of~~
6 ~~the full Council or three (3) committee meetings per calendar year, whether those absences~~
7 ~~are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the~~
8 ~~appointing authority to remove the member and appoint a replacement member.~~

9 10 Attendance Requirements

11 Except in the event of a notified absence (defined below), each member of the Urban
12 Forestry Council is expected to attend each regular or special meeting of the Urban Forestry
13 Council. Regular attendance at Urban Forestry Council meetings is critical to the Council's
14 ongoing success. The Urban Forestry Council secretary or clerk ("Secretary") shall maintain a
15 record of members' attendance.

16 17 Notified Absences

18 A member's absence shall constitute a "notified absence" where the member, in
19 advance of the meeting, informs the Secretary of the Urban Forestry Council or other person
20 whom the Urban Forestry Council has designated that the member will be absent. An
21 absence due to unforeseen circumstances such as illness or emergency shall also qualify as
22 a notified absence where the member reports such absence to the Secretary of the Urban
23 Forestry Council as soon as reasonably possible. The Secretary of the Urban Forestry
24 Council shall record as non-notified all absences involving neither advance notice nor
25 unforeseen circumstances.

1 Absence from the State

2 Any member of the Council who plans to be absent from the State of California for an
3 extended period shall notify the Chair of the Council.

4
5 Report to the Appointing Authority

6 If a Council Member misses more than three (3) meetings of the full Council or three
7 (3) Committee meetings per fiscal year, whether those absences are excused or unexcused,
8 then the Council will automatically schedule an agenda item to be heard at their next meeting
9 to vote on passing a Resolution or request that the Chair create a letter requesting that the
10 appointing authority remove the member and appoint a replacement member. The Secretary
11 of the Urban Forestry Council shall also report all instances of non-notified absences, as well
12 as any instance of three consecutive absences of a member from regular meetings in a fiscal
13 year to the member's appointing authority.

14
15 Annual Attendance Report

16 At the end of each fiscal year, the Secretary of the Urban Forestry Council shall submit
17 a written report to the appointing authorities of the Urban Forestry Council's membership
18 detailed each Urban Forestry Council member's attendance at all meetings of the Urban
19 Forestry Council for that fiscal year.

20
21 ~~Section 6: Absence from the State~~

22 ~~Any member of the Council who plans to be absent from the State of California for an~~
23 ~~extended period shall notify the Chair of the Council.~~

1 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on
2 August 25, 2009.

3
4 Monica Fish, Council Secretary

5 VOTE:

6 Ayes:

7 Noes:

8 Absent:

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES

GOVERNMENT
DOCUMENTS DEPT

Tuesday, August 25, 2009, 6:00 p.m.
City Hall, Room 416, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

SEP 15 2009

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Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Meeting convened at 6:03 p.m. Present: Chair Milne, Vice-Chair D'Agostino (6:08 p.m.), Council Members Blair (6:35), Boss, Cohen, Hillan (6:15), LeBeau, Sherk (6:20), Short, Vargas; Excused: Member Rodgers; Advisory Member Present: Member Sustarich; Advisory Member Excused: Member Nervo.
2. **Adoption of Minutes of the July 24, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Cohen and second by Member LeBeau, the July 24, 2009 Meeting Minutes were adopted without objection (Vote: Ayes: Chair Milne, Vice-Chair D'Agostino, Members Boss, Cohen, LeBeau, Short and Vargas; Noes: None; Absent: Members Blair, Hillan, Rodgers and Sherk) (Explanatory Document: July 24, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=108907).
3. **Approval of Resolution File 2009-05-UFC Amending the Urban Forestry Council Attendance Policy and Adding the Attendance Policy into the Bylaws.** (Explanatory Documents: Notice of Proposed Bylaws Amendment (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/BylawsAmendmentNoticePost.pdf>, Draft Resolution Amending Bylaws (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-05-UFCAmendBylaws.doc> and Amended Attendance Policy (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/AttendancePolicyRevisedDraft.doc>) (Discussion and Action)

Vice-Chair D'Agostino stated that the reference to "Absence from State" requires more explanation and expressed her concern with members missing more than three meetings in a fiscal year. Council Members discussed whether continuous absences should be allowed to continue without being addressed, but indicated that the current amendment to hold a meeting each time a member misses three or more meetings may require the issue to continue for a prolonged time. Chair Milne stated that he would be hesitant to add the Attendance Policy into the Bylaws because it works fine the way it is and attendance problems can be addressed individually. Chair Milne also felt that adding the Policy into the Bylaws would require the Council to continuously propose Bylaws amendments.

Member Hillan motioned to approve Resolution File 2009-05-UFC, second by Member D'Agostino. (Vote: Ayes: Members Hillan and LeBeau; Noes: Chair Milne, Vice-Chair D'Agostino, Members Boss, Cohen, Sherk, Short, and Vargas; Absent: Members Blair and Rodgers. The Resolution was not approved resulting in the Attendance Policy and Bylaws to remain status-quo.

4. **Review and Adoption of the Urban Forest Annual Report.** Speaker: Mei Ling Hui, Urban Forestry Council Coordinator (Explanatory Document: Urban Forest Annual Report (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Draft2009AnnualUFReport.doc>) (Discussion and Action)

Council Coordinator Hui reported that copy editing assistance would be provided before submission of the final report, and that a supplemental report would be issued if additional agencies respond after the due date for survey responses. Upon Motion by Member Hillan and second by Member Sherk, the Urban

Forest Annual Report was approved with amendments. (VOTE: AYES: Chair Milne, Vice-Chair D'Agostino, Members Blair, Boss, Cohen, Hillan, LeBeau, Sherk, Short, and Vargas; NOES: None; Absent: Member Rodgers.) (Explanatory Document: Final Report

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/2009AnnualUFRept.pdf>)

5. **Outreach for Urban Forestry Council Membership.** (Discussion) Chair Milne reported that the Council currently depends on members to provide outreach to organizations to fill vacancies and on City advertisement. Member Blair recommended advertising a notice at tree hearings. A discussion was held on qualification-requirements for vacant seats. Member Short inquired whether an existing member that met multiple criteria could shift their seat to a seat with less requirements so that an open slot may be more flexible. Coordinator Hui reported she would research this inquiry. Member D'Agostino stated that she would provide assistance in approaching professionals and professional organizations. It was recommended that members communicate to the Council Coordinator names of people or organizations to outreach to. Member Cohen recommended contacting agencies such as SPUR that may encompass many possibilities. Member Sherk inquired whether a member would have to reside in San Francisco. Ms. Fish reported that a waiver can be granted if a San Francisco resident does not meet requirements of the seat. Member Blair stated that if the Council were a Commission and had more power, there would be more interest in membership. Member Hillan stated that it would be important to have information about the vacant seat before addressing outreach.
5. **Urban Forestry Council Strategic Planning.** The Council will discuss the Planning and Funding Committee's recommendations on Council opportunities, constraints, strategies, direction, and assess their strengths and weaknesses. The Council will also discuss current resource needs and hear the Planning and Funding Committee's strategic planning suggestions. Sponsor: Member Sherk (Continued from the June 23, 2009) (Discussion)

Council Coordinator Hui distributed agency recommendations to the Annual Urban Forest Report Survey on what they would like the Council to work on (Explanatory Document: Agency Recommendations <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/AgencyRecommendations.pdf>). Member Sherk reported that at the Planning and Funding Committee, a discussion was held about scheduling an off-site retreat to discuss the direction the Council is going in, what it hopes to achieve, and what is currently being achieved. Member Sherk also discussed the possibility of establishing an Educational Committee that would develop educational programs. Members Cohen and Sherk discussed the possibility of a retreat facilitator. Member Cohen also suggested inviting interested parties that could provide fresh ideas. Member Short asked Council members to send ideas on an agenda for a strategic planning retreat to her and Coordinator Hui. Chair Milne reported that the retreat would have to be a public meeting and advertised. Coordinator Hui indicated that she would provide additional information on retreat planning at the next Planning and Funding Committee meeting.

Member Sustarich noted that there should be a correction to the agency recommendation list that Ms. Hui prepared on the PUC section of the list stating that it should read "explore funding sources for the removal of Monterey Pines killed by pine pitch canker both on public and private properties." Member Blair stated that more attention should be given to preserving the trees instead of cutting them down.

6. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReportforAugustUFCMeeting.doc>).

Urban Forestry Council Coordinator Hui reported on the success of the landmark tree tour and potential tree nomination interest expressed by attendees of the tour; continuing work on the San Francisco

Gleaning project; the restart of tree map work and the Department of the Environment's scheduled meeting next week; the Commission on the Environment's adoption of a Resolution urging the Planning Department to prioritize work on the Urban Forest Master Plan; and scheduled delivery of the Annual Urban Forest Report to stakeholders by email next Friday.

7. Committee Reports: (Informational Reports and Discussion)

Planning & Funding Committee, Chair, Carla Short

The Thursday, September 17, 2009 meeting will be rescheduled to Thursday, September 8, 2009 at 4:15 p.m. at City Hall, Room 421.

Planning and Funding Committee Chair Short stated that Committee Members at the August 20 Planning and Funding Committee meeting (1) discussed the Annual Urban Forest Report Draft edits; (2) postponed discussion of the San Francisco Street Tree Recommendation List to the next meeting and asked for Council Members to provide their questions, concerns, and recommendations; (3) discussed Urban Forestry Council strategic planning, which was continued to the next meeting. Additional information on holding a possible off-site retreat will be provided and an agenda will be worked on to recommend to the full Council. Council members were asked for their suggestions for a retreat agenda. The next meeting would include discussions on pine pitch and sooty canker and how the Council should address these issues and the beginning of a discussion on using undeveloped lots or lots that are on hold for development as greening opportunities.

Landmark Tree Ad Hoc Committee, Chair, Mike Boss

The next meeting is scheduled as required.

Landmark Tree Committee Chair Boss stated that there were no trees to consider for landmark tree status, so no meetings were held.

8. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion)

Council Chair Milne reported that Member Boss had submitted his resignation and thanked him for his contribution to the Council.

9. New Business/Future Agenda Items. (Information and Discussion). Vice-Chair D'Agostino stated that she has concerns about members missing more than three meetings and asked that a review be made of which members have missed three meetings and what next steps should be taken. Chair Milne requested that this issue be placed on the September Council meeting agenda and indicated that the Council would discuss pine pitch and sooty canker at a future meeting.

10. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

11. Adjournment. The Urban Forestry Council meeting adjourned at 7:35 p.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by, Monica Fish, Council Secretary



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES

GOVERNMENT
DOCUMENTS DEPT

Tuesday, August 25, 2009, 6:00 p.m.
City Hall, Room 416, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Order of Business

- SF
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43
8/25/09
approved
- 1. Call to Order and Roll Call.** The Urban Forestry Council Meeting convened at 6:03 p.m. Present: Chair Milne, Vice-Chair D'Agostino (6:08 p.m.), Council Members Blair (6:35), Boss, Cohen, Hillan (6:15), LeBeau, Sherk (6:20), Short, Vargas; Excused: Member Rodgers; Advisory Member Present: Member Sustarich; Advisory Member Excused: Member Nervo.
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8. Chair's Announcements: Terry Milne, Chair, Urban Forestry Council (Information and Discussion)

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10. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

11. Adjournment. The Urban Forestry Council meeting adjourned at 7:35 p.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Respectfully submitted by, Monica Fish, Council Secretary
*Approved: September 25, 2009



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

09-21-09P04:51

Regular Meeting Notice and Agenda

GOVERNMENT
DOCUMENTS DEPT

**Friday, September 25, 2009 at 8:30 a.m.
City Hall, Room 400
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

SEP 21 2009

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Council Members: Terry Milne (Chair), Maria D'Agostino (Vice-Chair), Carolyn Blair, Jocelyn Cohen, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Chris Buck (San Francisco Department of Public Works), and Kelaine Vargas; **Advisory Members:** Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui **Commission Secretary:** Monica Fish

**Public comment will be taken before the Council takes action on any item.
Order of Business**

- 1. Call to Order and Roll Call.**
- 2. Adoption of Minutes of the August 25, 2009 Urban Forestry Council Regular Meeting.** (Explanatory Document: August 25, 2009 Draft Minutes
http://sfgov.org/site/sfenvironment_page.asp?id=110602) (Discussion and Action)
- 3. Review and Approval of the Amended San Francisco Street Tree Recommendations List for 2009.** (Explanatory Document: Resolution File No. 006-09-UFC Amending Street Tree Recommendations List for 2009 and Amended Street Tree Recommendations List) (Discussion and Action)
- 4. Urban Forestry Council Members Review and Discussion of their Attendance at Meetings for Fiscal Year 2008 to Present.** Sponsor: Vice-Chair D'Agostino (Discussion)
- 5. Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report)
- 6. Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee
The next meeting is scheduled for Thursday, October 15, 2009, 4:15 p.m. at City Hall, Room 421.

11 Grove Street, San Francisco, California 94102
www.sfenvironment.com

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

Landmark Tree Ad Hoc Committee Report

7. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
8. **New Business/Future Agenda Items.** (Information and Discussion).
9. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
10. **Adjournment.**

The next meeting of the Urban Forestry Council is scheduled for Tuesday, October 27, 2009 at 6:00 p.m. in Room 416, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sofff@sfgov.org. Copies of the Sunshine Ordinance can be

obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300, fax (415) 581-2317; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Council and the public.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: September 21, 2009

[Amend San Francisco Street Tree Recommendations List]**Resolution amending and adopting the San Francisco Street Tree
Recommendations List for 2009.**

WHEREAS, The San Francisco Street Tree Recommendations List was developed to improve coordination of the urban forest through the following actions: (1) to reconcile the recommended street tree lists of the two major tree planting organizations, the Department of Public Works and the Friends of the Urban Forest; (2) to increase the diversity of the urban forest by considering new or under utilized street tree species; and (3) to serve as a single source of information to eventually develop materials for public education regarding street tree planting; and

WHEREAS, The San Francisco Street Tree Recommendations List is a collaborative effort between the Urban Forestry Council, Friends of the Urban Forest, and the Department of Public Works Bureau of Urban Forestry to achieve the three actions listed above; and

WHEREAS, Adjustments will be continually made to the San Francisco Street Tree Recommendations List based on performance of existing species listed and evaluation of new proposals or introductions and to develop a reference of species characteristics and cultural requirements for the public; and

WHEREAS, The Urban Forestry Council's Planning and Funding Committee at their September 8, 2009 Special Meeting amended the San Francisco Street Tree Recommendations List for adoption by the Urban Forestry Council for calendar year 2009 with the provision that amendments could be made throughout the year; now therefore, be it

RESOLVED, The Urban Forestry Council at their September 22, 2009 meeting reviewed, amended, and adopted the 2009 San Francisco Street Tree

Recommendations List that is attached to this Resolution with the provision that amendments could be made throughout the year.

I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on September 22, 2009.

Monica Fish, Council Secretary

VOTE:

Ayes:

Noes:

Absent:

**San Francisco Street Tree Species List – a collaboration
with SF Bureau of Urban Forestry and
Friends of the Urban Forest
On behalf of the Urban Forest Council Planning and
Policy Committee, 2006**

Disclaimer: These lists contain trees that can work as sidewalk trees in San Francisco. Every planting site has unique conditions. A lot of factors go into choosing a tree. This list can help you decide but should not be used without the help of a tree professional.

List A: Species that perform well in many locations in San Francisco

Arbutus x 'Marina'
Callistemon citrinus
Callistemon viminalis
Cordyline australis
Eriobotrya deflexa
Ginkgo biloba 'Autumn Gold', 'Saratoga'
Lagunaria patersonii
Lophostemon confertus (formerly Tristania conferta)
Magnolia grandiflora 'Sam Sommers,' 'St. Mary,' 'Majestic Beauty,' 'Little Gem'
Melaleuca linarifolia
Melaleuca quinquenervia
Metrosideros excelsus
Olea europaea
Pittosporum undulatum
Platanus x acerifolia 'Bloodgood,' 'Yarwood,'
Prunus cerasifera 'Krauter Vesuvius'
Prunus serrulata 'Kwanzan'
Pyrus calleryana 'Aristocrat' or 'Chanticleer'
Pyrus kawakamii
Trachycarpus fortunei
Tristaniopsis laurina
Tristaniopsis laurina 'Elegant'
Ulmus parvifolia
Washingtonia robusta

List B: Species that perform well in certain locations, with special considerations, as noted

Acacia baileyana 'Purpurea' – fast growing, high maintenance
Acer buergerianum – prefers heat, wind protection
Acer rubrum – prefers heat, wind protection
Aesculus californica (native) – needs space for low, wide canopy
Aesculus carnea – gets windburn easily in summer even in protected sites
Celtis sinensis – prefers heat, wind protection, uneven performer
Ceratonia siliqua – needs large space, good drainage
Corymbia ficifolia – needs lots of sidewalk space
Crataegus phaenopyrum – subject to insect pests, has thorns, possibly susceptible to fireblight
Crataegus laevigata – needs wind protection
Cupaniopsis anacardioides – uneven performer, needs heat, wind protection
Eucalyptus nicholii – needs space, fast growing, high maintenance
Eucalyptus polyanthemus – needs space, fast growing, high maintenance
Geijera parvifolia – prefers heat, wind protection
Gleditsia triacanthos 'Shademaster' – fast growing, prefers heat, wind protection
Hymenosporum flavum – uneven performer, prefers heat, wind protection, good drainage, does well when protected from wind
Jacaranda mimosifolia – uneven performer, prefers heat, wind protection, good drainage
Koelreuteria paniculata – uneven performer, prefers heat, wind protection
Laurus nobilis 'Saratoga' – uneven performer, prefers heat, wind protection, gets pests
Leptospermum laevigatum – roots poorly, needs staking for many years, or even permanent metal staking
Liquidambar styraciflua – needs space for canopy and roots
Liriodendron tulipifera – uneven performer, gets pests, prefers heat and wind protection
Lyonothamnus floribundus asplenifolius – prefers heat, wind protection
Magnolia grandiflora 'Russet' – large cultivar, needs space
Maytenus boaria – needs space for roots, produces many suckers
Melaleuca ericifolia – roots poorly, needs staking for many years
Melaleuca styphelioides – prickly and can root poorly
Michelia doltsopa – uneven performer, very slow grower, prefers heat and wind protection
Phoenix dactylifera – needs space due to height and width
Phoenix canariensis – needs space due to height and width
Pistacia chinensis 'Keith Davey' – prefers heat, wind protection
Pittosporum crassifolium – best for narrow sidewalks in foggy and windy areas. Can leak sap from trunk.
Podocarpus gracilior – gets pests, better as a shrub
Quercus agrifolia (native) – uneven performer, prefers heat, wind protection, good drainage
Quercus suber - needs space, good for medians
Rhus lancea

Syagrus romanzoffianum – needs heat, wind protection
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Tilia cordata –needs space, may sucker.

List C: Species that need further evaluation

Acer x freemanii
Brachychiton populneum – prefers heat, wind protection
Carpinus betulus ‘Fastigiata’
Chorisia speciosa – prefers heat, wind protection
Corylus columna, Turkish hazel
Elaeocarpus decipiens
Ginkgo biloba ‘Princeton Sentry’ – more upright form
Magnolia soulangeana ‘Rustica Rubra’
Michelia champaca – needs wind protection, prefers heat, clay soil
Platanus x acerifolia ‘Columbia’
Pittosporum rhombifolium
Pittosporum eugenioides
Prunus lyonii
Prunus ilicifolia (native)
Quercus frainetto ‘Forest Green’, Italian Oak
Quercus ilex – needs wind protection, sidewalk space, gets powdery mildew
Quercus phellos (Willow oak)
Schinus molle – prefers heat
Sorbus aucuparia (or other species)
Ulmus parvifolia x carpinifolia ‘Frontier’
Ulmus wilsoniana ‘Prospector’
Ulmus japonica x wilsoniana ‘Accolade’
Zelkova serrata – needs space, warmth

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES

GOVERNMENT
DOCUMENTS DEPT

Friday, September 25, 2009, 8:30 a.m.
City Hall, Room 400, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Order of Business

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draft
- 1. Call to Order and Roll Call.** The Urban Forestry Council Meeting convened at 8:35 a.m. Present: Chair Milne, Vice-Chair D'Agostino, Council Members Cohen, Hillan, LeBeau, Rodgers, Sustarich, and Vargas; Excused: Members Blair, Buck, Nervo, and Sherk. Urban Forestry Council Coordinator Hui announced that Chris Buck has replaced Carla Short as the Department of Public Works representative.
 - 2. Adoption of Minutes of the August 25, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Cohen and second by Member Rodgers, the August 25, 2009 Meeting Minutes were unanimously approved without objection (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Cohen, Hillan, LeBeau, Rodgers, and Vargas; Absent: Members Blair, Buck, and Sherk) (Explanatory Document: August 25, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=110602).
 - 3. Review and Approval of the Amended San Francisco Street Tree Recommendations List for 2009.** (Explanatory Document: Resolution File No. 006-09-UFC Amending Street Tree Recommendations List for 2009 (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile006-09-UFCAmendStreetTreeList.doc> and Amended Street Tree Recommendations List (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/SFStreetTreeSpecieslistdraftchanges092509.doc>) (Discussion and Action)

Council Coordinator Hui reported that the Planning and Funding Committee at their September 8 Special Meeting reviewed the Street Tree Recommendations List and proposed two amendments (1) adding "native" notation by San Francisco native trees; and (2) adding the Aesculus californica tree. Vice Chair D'Agostino opposed the addition of the Aesculus californica tree. Council members and Coordinator Hui discussed (1) creating a working group to address list imperfections, adding additional information about the trees, and adding or deleting trees; (2) creating student projects; and (3) the importance of coinciding with other agency recommendations.

Member Cohen motioned to approve Resolution File No. 2006-09-UFC amending the San Francisco Street Tree Recommendations List for 2009, second by Member Rodgers. Member Hillan proposed that the motion to approve the list include a recommendation that there be a process to address list imperfections. The proposed amendment was not added to the original motion. This motion did not pass. (VOTE: 5-2; AYES: Chair Milne, Members Cohen, LeBeau, Rodgers, and Vargas; NOES: Vice Chair D'Agostino and Member Hillan; Absent: Members Blair, Buck, and Sherk))

- 4. Urban Forestry Council Members Review and Discussion of their Attendance at Meetings for Fiscal Year 2008 to Present.** Sponsor: Vice-Chair D'Agostino (Discussion)

Council Coordinator Hui reported that the Mayor's Office has not yet reappointed a member to Ex-Officio member Mike Boss's seat, and that the Council could provide recommendations to fill this seat, which would require an appointment from the tree care industry. Vice Chair D'Agostino indicated that she would provide outreach to professional tree care organizations.

Council Members discussed (1) the importance of attendance at meetings in order to pass resolutions and hold meaningful discussions; and (2) the possibility of requesting that members who miss more than three consecutive meetings be asked to step down. Ms. Fish confirmed that the Council Bylaws includes

a statement allowing for Council action if a member misses a specified number of meetings per calendar year. Chair Milne reported that the Council Secretary is required to issue yearly attendance reports to the member's appointing authority and indicated that a letter could be written requesting a replacement member if necessary. Members would be contacted for an explanation of their absence before action is taken. This item was continued to the Call of the Chair.

5. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report (Word))

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReportforSeptemberUFCMeeting.doc>

Council Coordinator Hui provided a written staff report (explanatory document above) and discussed the landmark tree tour, the San Francisco urban gleaning project, tree map work, the Commission on the Environment resolution to prioritize the Urban Forest Plan, feedback from the Annual Urban Forest Report, Green Christmas Program, and strategic planning session.

6. **Committee Reports:** (Informational Reports and Discussion)

Planning & Funding Committee--the next meeting is scheduled for Thursday, October 15, 2009, 4:15 p.m. at City Hall, Room 421. Chair Milne reported that the Planning & Funding Committee at their last meeting discussed the San Francisco Street Tree Recommendations List discussed at today's Council meeting.

Landmark Tree Ad Hoc Committee Report—Chair Milne reported that there were no meetings held recently to consider landmark trees.

7. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion). Chair Milne appointed Council Member Hillan as the Chair to the Landmark Tree Committee and announced that appointments to the Planning & Funding Committee would be made at a future date.

8. **New Business/Future Agenda Items.** (Information and Discussion). Coordinator Hui reported that she would contact UCSF and request additional information on the Mount Sutro Plan. Chair Milne reported that a presentation would be given at a future Council meeting on pine pitch canker. Member Cohen invited Council Members to join the Merritt College Pruning Club in collaboration with the Living Library at the Denman Middle School on October 3 from 10 a.m. – approximately 3:00 p.m. and learn to improve their pruning skills. Chair Milne asked that Council Members review the City Attorney's Memorandum on "Political Activity by City Employees and Officers" that Ms. Fish emailed to all Council Members.

9. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. **Adjournment.** The Urban Forestry Council meeting adjourned at 9:28 a.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by, Monica Fish, Council Secretary

*Approved:

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES

GOVERNMENT
DOCUMENTS DEPT

Friday, September 25, 2009, 8:30 a.m.
City Hall, Room 400, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Order of Business

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- 10. Adjournment.** The Urban Forestry Council meeting adjourned at 9:28 a.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by, Monica Fish, Council Secretary

*Approved: October 27, 2009



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

Regular Meeting Notice and Agenda

**GOVERNMENT
DOCUMENTS DEPT**

**Tuesday, October 27, 2009 at 6:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

OCT 20 2009

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Council Members: Terry Milne (Chair), Maria D'Agostino (Vice-Chair), Carolyn Blair, Jocelyn Cohen, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Chris Buck (San Francisco Department of Public Works), and Kelaine Vargas; **Advisory Members:** Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui **Commission Secretary:** Monica Fish

**Public comment will be taken before the Council takes action on any item.
Order of Business**

- 1. Call to Order and Roll Call.**
- 2. Adoption of Minutes of the September 22, 2009 Urban Forestry Council Regular Meeting.** (Explanatory Document: September 22, 2009 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=111819) (Discussion and Action)
- 3. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
- 4. Effect and Management of Pine Pitch Canker on Trees.** Presentation by Larry Costello from the UC Extension and City Agency representatives, followed by Council discussion. (Informational Presentation and Discussion)
- 5. Resolution Commending Mike Boss for his Service to the Urban Forestry Council.** (Explanatory Document: Resolution File 007-09-UFC) (Discussion and Action)
- 6. Resolution Commending Department of Public Works Representative Carla Short for her Service to the Urban Forestry Council.** (Explanatory Document: Resolution File 008-09-UFC) (Discussion and Action)
- 7. Resolution Commending Stephen Griswold for his Service to the Urban Forestry Council.** (Explanatory Document: Resolution File 009-09-UFC) (Discussion and Action)
- 8. Resolution Commending Milton Marks for his Service to the Urban Forestry Council.** (Explanatory Document: Resolution File 010-09-UFC) (Discussion and Action)

**11 Grove Street, San Francisco, California 94102
www.sfenvironment.com**

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

9. **Resolution Commending Lena Miller for her Service to the Urban Forestry Council.** (Explanatory Document: Resolution File 011-09-UFC) (Discussion and Action)
10. **Resolution Commending David Habert, Redevelopment Agency Representative for his Service to the Urban Forestry Council.** (Explanatory Document: Resolution File 012-09-UFC) (Discussion and Action)
11. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)
12. **Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee, Chair
The next meeting is scheduled on Thursday, November 19, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Ad Hoc Committee, Chair Malcolm Hillan. The next meeting is scheduled on Tuesday, November 10, 2009 at 4:00 p.m. at City Hall, Room 421.
13. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
14. **New Business/Future Agenda Items.** (Information and Discussion)
15. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
16. **Adjournment.**

The next meeting of the Urban Forestry Council is scheduled for Friday, December 11, 2009 at 8:30 a.m., in Room 400, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

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Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Council's meeting agenda and minutes link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Urban Forestry Council after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010 as links to the agenda or meeting minutes (by item).

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: October 20, 2009

1 [Commendation for Urban Forestry Council Member Mike Boss]

2 Resolution commending Mike Boss for his service and dedication to the City and
3 County of San Francisco's Urban Forestry Council and for improving San Francisco's
4 urban forest.

5 WHEREAS, Mike Boss has served the City and County of San Francisco as a
6 member of the Urban Forestry Council since May 2, 2005 and as a member of the
7 Urban Forestry Council's Landmark Tree Committee since October 2006 and Chair of
8 the Landmark Tree Committee since November 2006; and,

9 WHEREAS, Mike Boss made an outstanding contribution with his leadership in
10 setting criteria for landmark trees and other Urban Forestry Council achievements; and

11 WHEREAS, Mike Boss led neighborhood tree tours to publicize and spread the
12 word about the state of San Francisco's urban forest; and

13 WHEREAS, Mike Boss gave valuable advice and shared his arboreal wisdom
14 with the Council at crucial times, and was instrumental in furthering the objectives of the
15 Council; now, therefore, be it

16 RESOLVED, The Urban Forestry Council extends its gratitude and commends
17 Mike Boss for his dedication to the Urban Forestry Council; and, be it

18 FURTHER RESOLVED, The Urban Forestry Council wishes Mike Boss well in
19 his future endeavors.

20 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular
21 Meeting on October 27, 2009.

22 _____
23 *Monica Fish, Urban Forestry Council Secretary* *Terry Milne, Urban Forestry Council Chair*

24 VOTE:

25 Ayes:

26 Noes:

27 Absent:

[Commendation for Urban Forestry Council Member Carla Short]

Resolution commending Department of Public Works Representative Carla Short for her service and dedication to the City and County of San Francisco's Urban Forestry Council and for improving San Francisco's urban forest.

WHEREAS, Carla Short has served the City and County of San Francisco as a member of the Urban Forestry Council since May 8, 2007 and as Chair of the Urban Forestry Council's Planning and Funding Committee since July 2007; and,

WHEREAS, Carla Short gave valuable advice and shared her arboreal wisdom with the Council at crucial times, and was instrumental in furthering the objectives of the Council; and,

WHEREAS, Carla Short made an undeniable contribution to the Urban Forestry Council and its achievements to date; and,

WHEREAS, Carla Short exhibited leadership in setting priorities for the Urban Forestry Council and focusing on the practical possibilities of maintaining San Francisco's urban forest; now, therefore, be it

RESOLVED, The Urban Forestry Council extends its gratitude and commends Carla Short for her dedication to the Urban Forestry Council; and, be it

FURTHER RESOLVED, The Urban Forestry Council wishes Carla Short well in her future endeavors.

I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on October 27, 2009.

Monica Fish, Urban Forestry Council Secretary

Terry Milne, Urban Forestry Council Chair

VOTE:

Ayes:

Noes:

Absent:



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

10-22-2009 11:13 AM

Regular Meeting Notice and Agenda (Corrected) GOVERNMENT DOCUMENTS DEPT

**Tuesday, October 27, 2009 at 6:00 p.m.
City Hall, Room 416
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102**

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PUBLIC LIBRARY**

Council Members: Terry Milne (Chair), Maria D'Agostino (Vice-Chair), Carolyn Blair, Jocelyn Cohen, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Chris Buck (San Francisco Department of Public Works), and Kelaine Vargas; **Advisory Members:** Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui Commission Secretary: Monica Fish

**Public comment will be taken before the Council takes action on any item.
Order of Business**

- 1. Call to Order and Roll Call.**
- 2. Adoption of Minutes of the September 22, 2009 Urban Forestry Council Regular Meeting.** (Explanatory Document: September 22, 2009 Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=111819) (Discussion and Action)
- 3. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
- 4. Effect and Management of Pine Pitch Canker on Trees.** Presentation by Larry Costello from the UC Extension and City Agency representatives, followed by Council discussion. (Informational Presentation and Discussion)
- 5. Resolution Commending Mike Boss for his Service to the Urban Forestry Council.** (Explanatory Document: Resolution File R-2009-07-UFC) (Word) [http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFileR-2009-07-UFCCommendationMBoss\(1\).doc](http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFileR-2009-07-UFCCommendationMBoss(1).doc)) (Discussion and Action)
- 6. Resolution Commending Department of Public Works Representative Carla Short for her Service to the Urban Forestry Council.** (Explanatory Document: Resolution File R-2009-08-UFC (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile2009-08-UFCCommendationCShort.doc>) (Discussion and Action)

**11 Grove Street, San Francisco, California 94102
www.sfenvironment.com**

Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

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7. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

8. **Committee Reports:** (Informational Reports and Discussion)

Planning & Funding Committee, Chair

The next meeting is scheduled on Thursday, November 19, 2009, 4:15 p.m. at City Hall, Room 421.

Landmark Tree Ad Hoc Committee, Chair Malcolm Hillan. The next meeting is scheduled on Tuesday, November 10, 2009 at 4:00 p.m. at City Hall, Room 421.

9. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)

10. **New Business/Future Agenda Items.** (Information and Discussion)

11. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

12. **Adjournment.**

The next meeting of the Urban Forestry Council is scheduled for Friday, December 11, 2009 at 8:30 a.m., in Room 400, City Hall.

Public Comment

At this time, members of the public may address the Council on items of interest that are within the subject matter jurisdiction of the Council but are not on today's agenda. Public comment will be taken following each agenda item. Each member of the public may address the Council for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Council from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agenda item, the Council is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council meetings will be held in Room 400 or 416, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA. The Council meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

**Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: October 20, 2009

[Commendation for Urban Forestry Council Member Carla Short]

Resolution commending Department of Public Works Representative Carla Short for her service and dedication to the City and County of San Francisco's Urban Forestry Council and for improving San Francisco's urban forest.

WHEREAS, Carla Short has served the City and County of San Francisco as a member of the Urban Forestry Council since May 8, 2007 and as Chair of the Urban Forestry Council's Planning and Funding Committee since July 2007; and,

WHEREAS, Carla Short gave valuable advice and shared her arboreal wisdom with the Council at crucial times, and was instrumental in furthering the objectives of the Council; and,

WHEREAS, Carla Short made an undeniable contribution to the Urban Forestry Council and its achievements to date; and,

WHEREAS, Carla Short exhibited leadership in setting priorities for the Urban Forestry Council and focusing on the practical possibilities of maintaining San Francisco's urban forest; now, therefore, be it

RESOLVED, The Urban Forestry Council extends its gratitude and commends Carla Short for her dedication to the Urban Forestry Council; and, be it

FURTHER RESOLVED, The Urban Forestry Council wishes Carla Short well in her future endeavors.

I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on October 27, 2009.

Monica Fish, Urban Forestry Council Secretary

Terry Milne, Urban Forestry Council Chair

VOTE:

Ayes:

Noes:

Absent:

[Commendation for Urban Forestry Council Member Mike Boss]

Resolution commending Mike Boss for his service and dedication to the City and County of San Francisco's Urban Forestry Council and for improving San Francisco's urban forest.

WHEREAS, Mike Boss has served the City and County of San Francisco as a member of the Urban Forestry Council since May 2, 2005 and as a member of the Urban Forestry Council's Landmark Tree Committee since October 2006 and Chair of the Landmark Tree Committee since November 2006; and,

WHEREAS, Mike Boss made an outstanding contribution with his leadership in setting criteria for landmark trees and other Urban Forestry Council achievements; and

WHEREAS, Mike Boss led neighborhood tree tours to publicize and spread the word about the state of San Francisco's urban forest; and

WHEREAS, Mike Boss gave valuable advice and shared his arboreal wisdom with the Council at crucial times, and was instrumental in furthering the objectives of the Council; now, therefore, be it

RESOLVED, The Urban Forestry Council extends its gratitude and commends Mike Boss for his dedication to the Urban Forestry Council; and, be it

FURTHER RESOLVED, The Urban Forestry Council wishes Mike Boss well in his future endeavors.

I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular Meeting on October 27, 2009.

Monica Fish, Urban Forestry Council Secretary *Terry Milne, Urban Forestry Council Chair*

VOTE:

Ayes:

Noes:

Absent:

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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES

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TUESDAY, OCTOBER 27, 2009, 6:00 P.M.
CITY HALL, ROOM 416, ONE DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102

ORDER OF BUSINESS

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1. **Call to Order and Roll Call.** The Urban Forestry Council Meeting convened at 6:05 p.m. Present: Chair Milne, Vice-Chair D'Agostino, Council Members Blair, Cohen, Hillan, LeBeau, Rodgers, and Vargas; Excused: Members Buck, Nervo, Sherk and Sustarich; (1 Vacant).
 2. **Adoption of Minutes of the September 22, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Cohen and second by Member D'Agostino, the September 22, 2009 Meeting Minutes were approved without objection (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Blair, Cohen, Hillan, LeBeau, Rodgers, and Vargas; Absent: Members Buck and Sherk) (Explanatory Document: September 22, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=111819)
 3. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

Items 5 and 6 were heard together before Item 4.

4. **Effect and Management of Pine Pitch Canker on Trees.** Presentation by Larry Costello from the UC Extension and City Agency representatives, followed by Council discussion. (Explanatory Documents: Pitch Canker in San Francisco Presentation (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/PinePitchCankerSF.pdf>, Reports from San Francisco Public Utilities Commission (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/SFPUCStatement.pdf> and Recreation and Park Department (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/RecreationandParksDeptStatement.pdf>) (Informational Presentation and Discussion)

Mr. Costello presented on the effect and management of pine pitch canker on trees, which is a disease of Monterey Pine, a significant tree species in San Francisco. He stated that the Council should be aware of the disease and know as much about it as possible in terms of management and future of the urban forest. Mr. Costello presented on pitch canker symptoms, causes, effect on trees, early stages and progression of infection, range of susceptibility within the species, resistant varieties, current distribution, strategies, management, and unknown future. Additional information can be found in the explanatory document. Council Members discussed the causes, patterns, possible solutions, funding mechanisms, prevalence in other countries, and alternatives for future management.

Public Comment: Mr. Martin Escalante, San Francisco Unified School District (SFUSD) discussed the current situation of pine pitch canker on Monterey Pines on school sites. He stated that there are many large, old and diseased trees on SFUSD school sites, many of which were appropriate species and planted in inappropriate places relative to their size and subsequently, are a danger to people and are damaging to sidewalks. It was explained that there are fourteen gardeners for the school district's 150 sites and 430 acres of landscape, and there are no tree-toppers. Any tree removal or pruning of large trees is done by a contractor.

Mr. Escalante expressed his concern that some of these trees are located in areas where their target would be a building or a play yard, places where children go. They do have trees in areas that are less frequented that are less of a concern, but there are approximately 383 Monterey Pines and approximately 260 are infected. Mr. Escalante stated that gardeners are monitoring the trees to make sure they do not pose a falling hazard, but no-one is ever sure when a tree is going to fall, and he would ideally like to remove the trees because of the target areas that they are planted in. These trees are about 14% of the school district's entire canopy, which numbers about 3000 trees to date.

It is hoped that funding becomes available through a state or federal agency so they can take care of the trees more expediently; otherwise, it is a safety gamble.

Chair Milne explained that the SFUSD pine trees are located in hazardous locations and recommended that this matter be reviewed closer by the School Board, the Board of Supervisors, or another agency. It was explained that the Council is conducting this meeting to bring this matter to the public's attention and to determine whether funding might be available to address problem areas, with school-ground sites as a priority.

Mr. Escalante stated that the SFUSD has been fortunate that there have been no injuries over the years from trees falling during storms. He explained that people are usually not in the area during storms, so there have been cases where trees have fallen but have not injured anyone. Mr. Escalante stated that there were instances of cars being damaged and cited a recent experience when a Eucalyptus branch fell and demolished an employee's car at one of the elementary schools.

Chair Milne discussed the importance and prevalence of Monterey Pines in San Francisco and recommended that the Council educate the public and discuss developing guidelines and identifying funding mechanisms for dealing with pine pitch canker to recommend to the Board of Supervisors. Chair Milne stated that he appreciates Mr. Costello's presentation and hopes that the Council can discuss possible solutions at future meetings.

5. Resolution Commending Mike Boss for his Service to the Urban Forestry Council. (Explanatory Document: Resolution File 007-09-UFC (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile007-09-UFCCommendationMBoss.doc>) (Discussion and Action)

Chair Milne read the Urban Forestry Council Resolution commending Ex-Officio Member Mike Boss for his service to the Urban Forestry Council. Ex-Officio Member Boss, a Mayoral appointment, was also presented with a Mayoral Certificate of Commendation. Ex-Officio Member Boss thanked and expressed his appreciation to the Council for their work on San Francisco's urban forest, provided recommendations for their future work, and wished them well in their future endeavors. Upon Motion by Member Rodgers and second by Member Hillan, Resolution File 007-09-UFC commending Mike Boss for his service to the Urban Forestry Council was approved without objection (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Blair, Cohen, Hillan, LeBeau, Rodgers, and Vargas; Absent: Members Buck and Sherk). (Explanatory Document: Approved Resolution (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Res005-09-UFCCommendationMBoss.doc>)

6. Resolution Commending Department of Public Works Representative Carla Short for her Service to the Urban Forestry Council. (Explanatory Document: Resolution File 008-09-UFC (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile008-09-UFCCommendationCShort.doc>) (Discussion and Action)

Chair Milne read the Urban Forestry Council Resolution commending Ex-Officio Member Carla Short, who was appointed by the Director of the Department of Public Works, for her service to the Urban Forestry Council. Ex-Officio Member Short thanked the Council and stated that the Council would be well represented by her replacement Member Buck, and that she would continue to be involved in future work with the Council in her role as the Department of Public Work's urban forester. Member Cohen discussed the value of Ms. Short's role to the Council and expressed her concern that she would no longer be a member. Upon Motion by Member Rodgers and second by Member Hillan, Resolution File 008-09-UFC commending Carla Short for her service to the Urban Forestry Council was approved without objection. (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Blair, Cohen, Hillan, LeBeau, Rodgers, and Vargas; Absent: Members Buck and Sherk) (Explanatory Document: Approved Resolution (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Res006-09-UFCCommendationCShort.doc>.)

- 7. Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) Coordinator Hui provided a staff report (PDF) [http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReport\(1\).pdf](http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReport(1).pdf) and discussed the Urban Forestry Council email address change, current landmark tree nominations, the urban gleaning project, Green Christmas program, and the upcoming strategic planning session on November 20th. Chair Milne inquired whether there was any progress at the Mayor's Office in regards to filling the vacancy on the Council and asked Council Members for their recommendations for a potential member. Council Coordinator Hui discussed the application process at the Mayor's Office. Council Coordinator Hui discussed the application process at the Mayor's Office.
- 8. Committee Reports: (Informational Reports and Discussion)**
Planning & Funding Committee, Chair. Council Chair Milne reported that the Planning and Funding Committee meeting of October 15 was cancelled. The next meeting is scheduled on Thursday, November 19, 2009, 4:15 p.m. at City Hall, Room 421. **Landmark Tree Ad Hoc Committee, Chair Malcolm Hillan.** Council Chair Milne reported that the Landmark Tree Committee would be meeting on Tuesday, November 10, 2009 at 4:00 p.m. at City Hall, Room 421 to discuss three tree nominations.
- 9. Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion). Council Chair Milne reported on (1) correspondence received from Mr. McCloud recommending that property tax breaks be given to encourage planting trees (Explanatory Document: Correspondence (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/WilliamMcLeodCorrespondenceReceived.doc>); and (2) letter from Ms. Rose Hillson to Mr. Bill Wycko of the Planning Department regarding revision of the Tree Disclosure Statement (Explanatory Document: Correspondence (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Rose%20HillsonDistributedCouncil%20MeetingandEmailedtoMembers.pdf>). Member Rodgers reported that the Planning Department reviewed processes for tree protection and realized that there wasn't an avenue to protect significant/protected trees during construction. As a result, a Director's bulletin was issued requiring a tree disclosure statement when certain types of construction are proposed. Member Rodgers stated that Ms. Hillson makes a good point that even though the tree canopy may not overhang the site, the tree may be impacted on adjacent property because its root zone may be larger.
- Council Chair Milne asked Council Members for their approval to send former Council Members commendation letters for their service to the Council. There was no objection. He also indicated that he would like Council Members to consider practical steps to recommend for pine pitch canker for discussion at a future meeting. Member Cohen recommended inviting former members to the strategic planning session.
- 10. New Business/Future Agenda Items. (Information and Discussion)** There was no new business/future agenda items discussed at this time.
- 11. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.
- 12. Adjournment.** The Urban Forestry Council Meeting adjourned at 7:32 p.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by, Monica Fish, Council Secretary
*Approved:





SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

GOVERNMENT
DOCUMENTS DEPT

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES**

**TUESDAY, OCTOBER 27, 2009, 6:00 P.M.
CITY HALL, ROOM 416, ONE DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102**

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Urban Forestry Council Meeting convened at 6:05 p.m. Present: Chair Milne, Vice-Chair D'Agostino, Council Members Blair, Cohen, Hillan, LeBeau, Rodgers, and Vargas; Excused: Members Buck, Nervo, Sherk and Sustarich; (1 Vacant).
2. **Adoption of Minutes of the September 22, 2009 Urban Forestry Council Regular Meeting.** (Discussion and Action) Upon Motion by Member Cohen and second by Member D'Agostino, the September 22, 2009 Meeting Minutes were approved without objection (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Blair, Cohen, Hillan, LeBeau, Rodgers, and Vargas; Absent: Members Buck and Sherk) (Explanatory Document: September 22, 2009 Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=111819)
3. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

Items 5 and 6 were heard together before Item 4.

4. **Effect and Management of Pine Pitch Canker on Trees.** Presentation by Larry Costello from the UC Extension and City Agency representatives, followed by Council discussion. (Explanatory Documents: Pitch Canker in San Francisco Presentation (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/PinePitchCankerSF.pdf>, Reports from San Francisco Public Utilities Commission (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/SFPUCStatement.pdf> and Recreation and Park Department (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/RecreationandParksDeptStatement.pdf>) (Informational Presentation and Discussion)

Mr. Costello presented on the effect and management of pine pitch canker on trees, which is a disease of Monterey Pine, a significant tree species in San Francisco. He stated that the Council should be aware of the disease and know as much about it as possible in terms of management and future of the urban forest. Mr. Costello presented on pitch canker symptoms, causes, effect on trees, early stages and progression of infection, range of susceptibility within the species, resistant varieties, current distribution, strategies, management, and unknown future. Additional information can be found in the explanatory document. Council Members discussed the causes, patterns, possible solutions, funding mechanisms, prevalence in other countries, and alternatives for future management.

Public Comment: Mr. Martin Escalante, San Francisco Unified School District (SFUSD) discussed the current situation of pine pitch canker on Monterey Pines on school sites. He stated that there are many large, old and diseased trees on SFUSD school sites, many of which were appropriate species and planted in inappropriate places relative to their size and subsequently, are a danger to people and are damaging to sidewalks. It was explained that there are fourteen gardeners for the school district's 150 sites and 430 acres of landscape, and there are no tree-toppers. Any tree removal or pruning of large trees is done by a contractor.

Mr. Escalante expressed his concern that some of these trees are located in areas where their target would be a building or a play yard, places where children go. They do have trees in areas that are less frequented that are less of a concern, but there are approximately 383 Monterey Pines and approximately 260 are infected. Mr. Escalante stated that gardeners are monitoring the trees to make sure they do not pose a falling hazard, but no-one is ever sure when a tree is going to fall, and he would ideally like to remove the trees because of the target areas that they are planted in. These trees are about 14% of the school district's entire canopy, which numbers about 3000 trees to date. It is hoped that funding becomes available through a state or federal agency so they can take care of the trees more expeditiously; otherwise, it is a safety gamble.

Chair Milne explained that the SFUSD pine trees are located in hazardous locations and recommended that this matter be reviewed closer by the School Board, the Board of Supervisors, or another agency. It was explained that the Council is conducting this meeting to bring this matter to the public's attention and to determine whether funding might be available to address problem areas, with school-ground sites as a priority.

Mr. Escalante stated that the SFUSD has been fortunate that there have been no injuries over the years from trees falling during storms. He explained that people are usually not in the area during storms, so there have been cases where trees have fallen but have not injured anyone. Mr. Escalante stated that there were instances of cars being damaged and cited a recent experience when a Eucalyptus branch fell and demolished an employee's car at one of the elementary schools.

Chair Milne discussed the importance and prevalence of Monterey Pines in San Francisco and recommended that the Council educate the public and discuss developing guidelines and identifying funding mechanisms for dealing with pine pitch canker to recommend to the Board of Supervisors. Chair Milne stated that he appreciates Mr. Costello's presentation and hopes that the Council can discuss possible solutions at future meetings.

5. Resolution Commending Mike Boss for his Service to the Urban Forestry Council. (Explanatory Document: Resolution File 007-09-UFC (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile007-09-UFCCommendationMBoss.doc>) (Discussion and Action)

Chair Milne read the Urban Forestry Council Resolution commending Ex-Officio Member Mike Boss for his service to the Urban Forestry Council. Ex-Officio Member Boss, a Mayoral appointment, was also presented with a Mayoral Certificate of Commendation. Ex-Officio Member Boss thanked and expressed his appreciation to the Council for their work on San Francisco's urban forest, provided recommendations for their future work, and wished them well in their future endeavors. Upon Motion by Member Rodgers and second by Member Hillan, Resolution File 007-09-UFC commending Mike Boss for his service to the Urban Forestry Council was approved without objection (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Blair, Cohen, Hillan, LeBeau, Rodgers, and Vargas; Absent: Members Buck and Sherk). (Explanatory Document: Approved Resolution (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Res005-09-UFCCommendationMBoss.doc>)

6. Resolution Commending Department of Public Works Representative Carla Short for her Service to the Urban Forestry Council. (Explanatory Document: Resolution File 008-09-UFC (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ResFile008-09-UFCCommendationCShort.doc>) (Discussion and Action)

Chair Milne read the Urban Forestry Council Resolution commending Ex-Officio Member Carla Short, who was appointed by the Director of the Department of Public Works, for her service to the Urban Forestry Council. Ex-Officio Member Short thanked the Council and stated that the Council would be well represented by her replacement Member Buck, and that she would continue to be involved in future work with the Council in her role as the Department of Public Work's urban forester. Member Cohen discussed the value of Ms. Short's role to the Council and expressed her concern that she would no longer be a member. Upon Motion by Member Rodgers and second by Member Hillan, Resolution File 008-09-UFC commending Carla Short for her service to the Urban Forestry Council was approved without objection. (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Blair, Cohen, Hillan, LeBeau, Rodgers, and Vargas; Absent: Members Buck and Sherk) (Explanatory Document: Approved Resolution (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Res006-09-UFCCommendationCShort.doc>.)

7. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) Coordinator Hui provided a staff report (PDF) [http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReport\(1\).pdf](http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReport(1).pdf) and discussed the Urban Forestry Council email address change, current landmark tree nominations, the urban gleaning project, Green Christmas program, and the upcoming strategic planning session on November 20th. Chair Milne inquired whether there was any progress at the Mayor's Office in regards to filling the vacancy on the Council and asked Council Members for their recommendations for a potential member. Council Coordinator Hui discussed the application process at the Mayor's Office. Council Coordinator Hui discussed the application process at the Mayor's Office.
8. **Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee, Chair. Council Chair Milne reported that the Planning and Funding Committee meeting of October 15 was cancelled. The next meeting is scheduled on Thursday, November 19, 2009, 4:15 p.m. at City Hall, Room 421. **Landmark Tree Ad Hoc Committee, Chair Malcolm Hillan.** Council Chair Milne reported that the Landmark Tree Committee would be meeting on Tuesday, November 10, 2009 at 4:00 p.m. at City Hall, Room 421 to discuss three tree nominations.
9. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion). Council Chair Milne reported on (1) correspondence received from Mr. McCloud recommending that property tax breaks be given to encourage planting trees (Explanatory Document: Correspondence (Word) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/WilliamMcLeodCorrespondenceReceived.doc>); and (2) letter from Ms. Rose Hillson to Mr. Bill Wycko of the Planning Department regarding revision of the Tree Disclosure Statement (Explanatory Document: Correspondence (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Rose%20HillsonDistributedCouncil%20MeetingandEmailedtoMembers.pdf>). Member Rodgers reported that the Planning Department reviewed processes for tree protection and realized that there wasn't an avenue to protect significant/protected trees during construction. As a result, a Director's bulletin was issued requiring a tree disclosure statement when certain types of construction are proposed. Member Rodgers stated that Ms. Hillson makes a good point that even though the tree canopy may not overhang the site, the tree may be impacted on adjacent property because its root zone may be larger.

Council Chair Milne asked Council Members for their approval to send former Council Members commendation letters for their service to the Council. There was no objection. He also indicated that he would like Council Members to consider practical steps to recommend for pine pitch canker for discussion at a future meeting. Member Cohen recommended inviting former members to the strategic planning session.
10. **New Business/Future Agenda Items.** (Information and Discussion) There was no new business/future agenda items discussed at this time.

11. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

12. Adjournment. The Urban Forestry Council Meeting adjourned at 7:32 p.m.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,

Monica Fish, Council Secretary

*Approved: December 11, 2009

NOV 30 2009

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1 [Commendation for Urban Forestry Council Member Mike Boss]

2 Resolution commending Mike Boss for his service and dedication to the City and
3 County of San Francisco's Urban Forestry Council and for improving San Francisco's
4 urban forest.

5 WHEREAS, Mike Boss has served the City and County of San Francisco as a
6 member of the Urban Forestry Council since May 2, 2005 and as a member of the
7 Urban Forestry Council's Landmark Tree Committee since October 2006 and Chair of
8 the Landmark Tree Committee since November 2006; and,

9 WHEREAS, Mike Boss made an outstanding contribution with his leadership in
10 setting criteria for landmark trees and other Urban Forestry Council achievements; and

11 WHEREAS, Mike Boss led neighborhood tree tours to publicize and spread the
12 word about the state of San Francisco's urban forest; and

13 WHEREAS, Mike Boss gave valuable advice and shared his arboreal wisdom
14 with the Council at crucial times, and was instrumental in furthering the objectives of the
15 Council; now, therefore, be it

16 RESOLVED, The Urban Forestry Council extends its gratitude and commends
17 Mike Boss for his dedication to the Urban Forestry Council; and, be it

18 FURTHER RESOLVED, The Urban Forestry Council wishes Mike Boss well in
19 his future endeavors.

20 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular
21 Meeting on October 27, 2009.

22 Monica Fish

Terry Milne

23 *Monica Fish, Urban Forestry Council Secretary*

Terry Milne, Urban Forestry Council Chair

24 VOTE: Approved (8-0; 2 Absent; 1 Vacant)

25 Ayes: Chair Milne, Vice-Chair D'Agostino, Members Blair, Cohen, Hillan, LeBeau, Rodgers, and Vargas

26 Noes: None

27 Absent: Members Buck and Sherk



NOV 30 2009

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1 [Commendation for Urban Forestry Council Member Carla Short]

2 Resolution commending Department of Public Works Representative Carla Short for her
3 service and dedication to the City and County of San Francisco's Urban Forestry
4 Council and for improving San Francisco's urban forest.

5 WHEREAS, Carla Short has served the City and County of San Francisco as a
6 member of the Urban Forestry Council since May 8, 2007 and as Chair of the Urban
7 Forestry Council's Planning and Funding Committee since July 2007; and,

8 WHEREAS, Carla Short gave valuable advice and shared her arboreal wisdom
9 with the Council at crucial times, and was instrumental in furthering the objectives of the
10 Council; and,

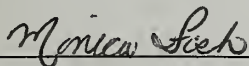
11 WHEREAS, Carla Short made an undeniable contribution to the Urban Forestry
12 Council and its achievements to date; and,

13 WHEREAS, Carla Short exhibited leadership in setting priorities for the Urban
14 Forestry Council and focusing on the practical possibilities of maintaining San
15 Francisco's urban forest; now, therefore, be it

16 RESOLVED, The Urban Forestry Council extends its gratitude and commends
17 Carla Short for her dedication to the Urban Forestry Council; and, be it

18 FURTHER RESOLVED, The Urban Forestry Council wishes Carla Short well in
19 her future endeavors.

20 I hereby certify that this Resolution was adopted at the Urban Forestry Council's Regular
21 Meeting on October 27, 2009.

22 
23 _____

24 Monica Fish, Urban Forestry Council Secretary

22 
23 _____

Terry Milne, Urban Forestry Council Chair

25 VOTE: Approved (8-0; 2 Absent; 1 Vacant)

26 Ayes: Chair Milne, Vice-Chair D'Agostino, Members Blair, Cohen, Hillan, LeBeau, Rodgers, and Vargas

27 Noes: None

28 Absent: Members Buck and Sherk





San Francisco Urban Forestry Council

NOTICE OF SPECIAL MEETING

URBAN FORESTRY COUNCIL RETREAT

**CHRISTOPHER PLAYGROUND CLUBHOUSE
5210 DIAMOND HEIGHTS BOULEVARD
SAN FRANCISCO, CA 94131**

The Urban Forestry Council will be holding a **SPECIAL MEETING RETREAT** on **FRIDAY, NOVEMBER 20, 2009 from 9:00 a.m. - 12:00 p.m.** to discuss strategic planning. The meeting will be held at the **Christopher Playground Clubhouse, 5210 Diamond Heights Boulevard, San Francisco, CA 94131**. Please contact Monica Fish, Commission Secretary, at telephone 415-355-3709 or by email at Monica.Fish@sfgov.org if you would like to be placed on the agenda list. For meeting information, please contact Mei Ling Hui, Urban Forestry Council Coordinator at telephone 415-355-3731 or by email at Mei.Ling.Hui@sfgov.org. An agenda will be provided at least 72 hours prior to the meeting with additional information and can be accessed at the following website link http://sfgov.org/site/sfenvironment_meeting.asp?id=61010.

Posted: November 2, 2009

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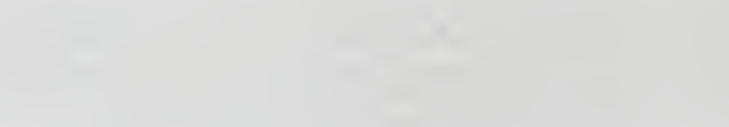
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Email: urbanforestcouncil@sfgov.org

ANNUAL REPORT OF THE SECRETARY OF AGRICULTURE

FOR THE YEAR ENDING DECEMBER 31, 1914



DEPARTMENT OF AGRICULTURE		UNITED STATES GOVERNMENT	
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750	749	748	747



San Francisco Urban Forestry Council

SPECIAL MEETING RETREAT NOTICE AND AGENDA

GOVERNMENT
DOCUMENTS DEPT

GEORGE CHRISTOPHER PLAYGROUND CLUBHOUSE
5210 DIAMOND HEIGHTS BOULEVARD
SAN FRANCISCO, CA 94131

NOV 17 2009

FRIDAY, NOVEMBER 20, 2009, 9:00 A.M. – 12:00 P.M.

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Council Members: Terry Milne (Chair), Maria D'Agostino (Vice-Chair), Carolyn Blair, Jocelyn Cohen, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Chris Buck (San Francisco Department of Public Works), and Kelaine Vargas; Advisory Members: Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui

Commission Secretary: Monica Fish

Public comment will be taken before the Council takes action on any item.
Order of Business

1. **Call to Order and Roll Call.**
2. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
3. **Urban Forestry Council Members Review of their Achievements to Date.** (Discussion)
4. **Urban Forestry Council Members to Discuss Development of a Purpose Statement.** (Discussion and Possible Action)
5. **Urban Forestry Council Members to Identify and Prioritize Possible Action Items for Future Work.** (Discussion and Possible Action)
6. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
7. **Adjournment.**

The next Regular Meeting of the Urban Forestry Council is scheduled for Friday, December 11, 2009 at 8:30 a.m., in Room 400, City Hall.

Public Comment

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3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: November 16, 2009

11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: urbanforestcouncil@sfgov.org



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL SPECIAL RETREAT MEETING
DRAFT MINUTES

GEORGE CHRISTOPHER PLAYGROUND CLUBHOUSE
5210 DIAMOND HEIGHTS BOULEVARD
SAN FRANCISCO, CA 94131
FRIDAY, NOVEMBER 20, 2009, 9:00 A.M. – 12:00 P.M.

GOVERNMENT
DOCUMENTS DEPT

DEC - 8 2009

ORDER OF BUSINESS

SAN FRANCISCO
PUBLIC LIBRARY

1. **Call to Order and Roll Call.** The Urban Forestry Council Retreat Meeting convened at 9:15 a.m. Present: Chair Milne, Vice-Chair D'Agostino, Council Members Buck, Cohen, Hillan (9:40 a.m.), LeBeau, Nervo, Sherk, and Vargas; Absent: Member Rodgers; Excused: Member Sustarich (2 Vacant). Also present were Urban Forestry Council Coordinator Mei Ling Hui and Department of Human Resources Meeting Facilitator Teri Jourgensen.
- Ms. Jourgensen presented the ground rules for the meeting. The Council led by Ms. Jourgensen's facilitation discussed their achievements, strategic planning, developing a guiding statement, critical context issues, future recommendations, underlying contradictions, execution strategies, and selection of a few achievable important issues to advocate for.
2. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public in attendance at this time.
3. **Urban Forestry Council Members Review of their Achievements to Date.** (Discussion) The Council discussed their achievements for 2008 that included: (1) Arbor Day sidewalk pocket park garden installation; (2) nomination of three landmarks trees in progress; (3) facilitated a pruning workshop for City employees with increased participation; (4) secured successful responses from city agencies to the Annual Report tree survey and produced the Annual Report; (5) facilitated a well attended Landmark Tree tour; (6) increased media coverage through articles; (7) appointed new Council members with a certain level of expertise; (8) overrode attempt to reduce Council membership; (9) provided ongoing education of the Council; (10) explored the idea of regulating the pruning of street trees; (11) convened all scheduled full Council meetings; (12) saved resources through reorganization of the Landmark Tree Committee into an Ad Hoc Committee; (13) increased outreach and material for Arbor Day; (14) holding an off-site planning meeting; (15) increased credibility and trust between agencies.
4. **Urban Forestry Council Members to Discuss Development of a Purpose Statement.** (Discussion and Possible Action) Discussion was held regarding who the Council serves, what it achieves and its purpose and guiding principles, but no final statement was developed or action taken at this time.
5. **Urban Forestry Council Members to Identify and Prioritize Possible Action Items for Future Work.** (Discussion and Possible Action). Council Members

Council members discussed the need to assist in more efficient use of available resources, to encourage generating more revenue for efforts, as well as supporting the Department's environmental mission.

Discussion was held on this item, but no action was taken. It was stated that a future planning session may be held to further discuss retreat agenda topics.

6. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public in attendance at this time.

7. Adjournment. The Urban Forestry Council Special Meeting Retreat adjourned at 12:15 p.m.

The next Regular Meeting of the Urban Forestry Council is scheduled for Friday, December 11, 2009 at 8:30 a.m., in Room 400, City Hall.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by, Monica Fish, Council Secretary

Approved:



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL SPECIAL RETREAT MEETING
APPROVED MINUTES

GEORGE CHRISTOPHER PLAYGROUND CLUBHOUSE
5210 DIAMOND HEIGHTS BOULEVARD
SAN FRANCISCO, CA 94131
FRIDAY, NOVEMBER 20, 2009, 9:00 A.M. – 12:00 P.M.

GOVERNMENT
DOCUMENTS DEPT

DEC 18 2009

SAN FRANCISCO
PUBLIC LIBRARY

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by, Monica Fish, Council Secretary

*Approved: December 11, 2009



SF Environment



GAVIN NEWSOM, MAYOR
JARED BLUMENFELD, DIRECTOR

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
REGULAR MEETING NOTICE AND AGENDA

GOVERNMENT
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Friday, December 11, 2009 at 8:30 a.m.
City Hall, Room 400

DEC - 8 2009

One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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Council Members: Terry Milne (Chair), Maria D'Agostino (Vice-Chair), Jocelyn Cohen, Malcolm Hillan, Naomi LeBeau, Bonnie Ora Sherk, AnMarie Rodgers (San Francisco Planning Department), Chris Buck (San Francisco Department of Public Works), and Kelaine Vargas; Advisory Members: Susan Nervo (San Francisco Recreation and Park Department), Mark Sustarich (San Francisco Public Utilities Commission); San Francisco Redevelopment Agency (Vacant); National Park Service (Vacant)

Council Coordinator: Mei Ling Hui

Commission Secretary: Monica Fish

Public comment will be taken before the Council takes action on any item.
Order of Business

1. Call to Order and Roll Call.
2. Adoption of Minutes of the October 27, 2009 Urban Forestry Council Regular Meeting and November 20, 2009 Retreat Special Meeting. (Explanatory Documents: October 27, 2009 Regular Meeting Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=113547 and November 20, 2009 Retreat Special Meeting Draft Minutes http://sfgov.org/site/sfenvironment_page.asp?id=114404) (Discussion and Action)
3. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
4. Hearing on Nomination for Landmark Tree Status. The Council will hold a hearing to determine whether the following trees meet the criteria for designation as landmark trees: PRESENTER: Landmark Tree Committee Chair Malcolm Hillan (Discussion and Action)

2040-2060 Sutter Street, SF, CA 94115, Assessor's Block 0678, Lots 037-104

- Norfolk Island Pine (*Araucaria heterophylla*) (Explanatory Document: Nomination Form (PDF) http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/NorfolkIslandPineNominationForm.pdf)

- **Canary Island Date Palm #1 (Phoenix canariensis)** (Explanatory Document: Nomination Form (PDF)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandDate1NominationForm.pdf)
- **Canary Island Date Palm #2 (Phoenix canariensis)** (Explanatory Document: Nomination Form (PDF)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandDate2Nomination%20Form.pdf)

(Additional Explanatory Documents:

- **Chair's Written Report (Word)**
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/LandmarkTreeWrittenReptMLH.doc>
- **Images of Nominated Trees (Word)**
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/Compiledimages.doc)
- **Staff Evaluations: Council Coordinator Hui--Canary Island Date Palm #1 (Word)**
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandPalm1MLH%20eval.doc)
Canary Island Date Palm #2 (Word)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandPalm2MLHeval.doc)
Norfolk Island Pine (Word)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/NorfolkIslandPineMLH%20eval.doc)

**Landmark Tree Committee Evaluations—
Committee Chair Hillan (PDF)**

http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/LandmarkTreeEvaluationsAllTreesMHillan.PDF

Member Vargas (PDF)

http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/LTCUFCevaluationAll%20TreesKVargas.pdf)

At the conclusion of the hearing, the Council will vote on whether to approve or reject the nominations and shall adopt written findings to support its decision. The Council will forward approved nominations to the Board of Supervisors for further consideration.

- 5. Clean and Safe Neighborhood Parks Bond.** Presentation and discussion on the Recreation and Park's Department Planning of the Clean and Safe Neighborhood Parks Bond Forestry Hazard Area Prioritization and Forestry Management Plan. Speakers: Jim Clark, Hortscience; Rick Thall, Recreation and Park Department Project Manager; Karen Mauney-Brodek, Recreation and Park Department Planner. (Informational Report and Discussion)
- 6. Development and Trees.** The Council will review and discuss tree disclosure and protection requirements when developing near protected trees as it relates to the tree protection zone described for Landmark and Significant trees. Speaker: Council Member AnMarie Rodgers. (Informational Report and Discussion)

7. **Development of Policies to address Pine Pitch Canker Solutions.** Sponsor: Council Chair Milne (Discussion)
8. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion) (Explanatory Document: Staff Report)
9. **Correspondence Distribution:** Council Meeting Schedule for 2010 (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ufc2010meetingcalendar101309.doc>
(Information and Discussion)
10. **Committee Reports:** (Informational Reports and Discussion)
Planning & Funding Committee, Chair
The next meeting scheduled for Thursday, December 17, 2009 at 4:15 p.m. at City Hall, Room 421 has been cancelled.

Landmark Tree Ad Hoc Committee, Chair Malcolm Hillan
11. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
12. **New Business/Future Agenda Items.** (Information and Discussion).
13. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.
14. **Adjournment.**

The next meeting of the Urban Forestry Council is scheduled for Friday, January 22, 2010 at 8:30 a.m. in Room 400, City Hall.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Posted: December 7, 2009

Urban Forestry Council

Meeting Schedule

JANUARY – DECEMBER 2010

Urban Forestry Council	Meeting Dates	Time	Room
<p>4th Tuesday evenings February, April, June, August, and October City Hall Room 416 6:00 p.m.</p> <p>4th Friday mornings January, March, May, July, September, City Hall Room 400 8:30 a.m.</p> <p>2nd Friday December City Hall Room 400 8:30 a.m.</p> <p>No meeting in November</p>	21 Friday, January 29, 2010	8:30 a.m.	City Hall, Room 400
	Tuesday, February 23, 2010	6:00 p.m.	City Hall, Room 416
	Friday, March 26, 2010	8:30 a.m.	City Hall, Room 400
	Tuesday, April 27, 2010	6:00 p.m.	City Hall, Room 416
	Friday, May 28, 2010	8:30 a.m.	City Hall, Room 400
	Tuesday, June 22, 2010	6:00 p.m.	City Hall, Room 416
	Friday, July 23, 2010	8:30 a.m.	City Hall, Room 400
	Tuesday, August 24, 2010	6:00 p.m.	City Hall Room 416
	Friday, September 24, 2010	8:30 a.m.	City Hall, Room 400
	Tuesday, October 26, 2010	6:00 p.m.	City Hall, Room 416
	Friday, December 10, 2010	8:30 a.m.	City Hall, Room 400

Planning & Funding Committee	Meeting Dates
<p>3rd Thursday Monthly, 4:15 p.m. City Hall, Room 421</p>	01.21.10
	02.18.10
	03.18.10
	04.15.10
	05.20.10
	06.17.10
	07.15.10
	08.19.10
	09.16.10
	10.21.10
	11.18.10
	12.16.10

	Meeting Dates
<p>Landmark Tree Ad Hoc Committee</p>	As Required



December 7, 2009

To the Urban Forestry Council:

The Landmark Tree Committee submits three trees to the Council for adoption as Landmark Trees. The trees are a Norfolk Island pine and two Canary Island date palms.

All three trees are located at 2040-2060 Sutter Street, in the interior courtyard of the condominium complex at that address. The location is a common-area garden surrounded on three sides by the residences, and visible from the East (Fillmore Street) side. The trees grow in close proximity to each other.

The trees were proposed for landmarking by the Sutter Park West Homeowner's Association. Homeowner Heather Levin acted as the spokesperson for the group.

The trees are as follows:

1) *Araucaria heterophylla* (Norfolk Island pine)--This large specimen dominates the group, and is an exemplary representative of its type, both in size and form. The primary virtues of the tree are physical and environmental. The tremendous size and excellent form are noteworthy. The tree has the effect of anchoring, visually and culturally, the other trees and the entire courtyard garden. While not a rare tree in San Francisco, Norfolk Island pines of this stature and position are uncommon. The Committee voted unanimously to recommend this tree for landmarking.

2) *Phoenix canariensis* #1 (Canary Island date palm)--Smallest of the three trees, this tree is nonetheless a large and mature specimen of *Phoenix canariensis*. The palm is of excellent form. It exhibits several whorls of chlorotic fronds—as if having endured a period of deficiency or toxicity—but appears to be in good health, with current and recent growth of excellent color and condition. As with the *Araucaria*, the physical and environmental aspects of the tree were thought to be excellent. While not particularly rare or interesting as an individual, the Committee thought this tree was an integral and important part of this group of trees, and voted unanimously to recommend it for landmarking.

(continued)

(continued from p. 1)

3) *Phoenix canariensis* #2—A large and mature specimen, this individual has an interesting history and feature: The palm tipped considerably during bad weather in the 1980s, and had to be physically stabilized by the homeowner's group. It has since resumed its upright growth in an apparently stable, self-sufficient condition. The result is a gentle sigmoid curve in the trunk, giving this palm a distinctive appearance. It is in all other regards healthy and of excellent form. As with the first palm, the Committee regarded this tree of superior physical and environmental value, and essential to the other trees and their effect on the space. The Committee recommended it unanimously for landmarking.

It is with pleasure that the Committee submits this report to the full Council requesting all three trees be submitted to the Board of Supervisors for landmarking.

Respectfully,

Malcolm Hillan, Chair
Landmark Tree Committee
Urban Forestry Council

Images of nominated trees at 2040 Sutter Street

All trees together:



Norfolk Island Pine:



Canary Island Date #1



Canary Island Date #2



CANARY ISLAND DATE PALM 1



Urban Forestry Council Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: MALCOLM HILLAN
Date of evaluation: 10 . 19 . 09
Scientific name: PHOENIX CANALIENSIS
Common name: CANAL ISLAND DATE PALM ~~DATE PALM~~ I
Street address: 2040 - 2060 SUTTER ST.
Cross streets: FILLMORE + STEINER

Rarity ☐ Yes ☐ Partially ☒ No

Rarity: ☐ Rare ☐ Uncommon ☒ Common ☐ Other

Unusual species in San Francisco or other geographic regions.

Comment: RECOGNIZED AS A TREE OFTEN
USED / SEEN IN SAN FRANCISCO

Physical Attributes ☒ Yes ☐ Partially ☐ No

Size: ☒ Large ☐ Medium ☐ Small

Notable size compared to other trees of the same species in San Francisco.

Comment: BIG, MATURE PALM

Age: ☒ Yes ☐ No

Significantly advanced age for the species.

Comment: OLD ESTABLISHED VETERAN TREE

Distinguished form: ☒ Yes ☐ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: THE TREE'S SIZE AND GOOD

FORM MAKES IT DOMINANT AND "MAJESTIC".

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

2

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: TREE APPEARS TO HAVE SUFFERED A

PERIOD OF MAL-NOURISHMENT, BUT LOOKS TO
BE IN GOOD HEALTH, CURRENTLY.

Historical ☐ Yes ☐ Partially ☒ No

Historical Association: ☐ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____

Environmental ☒ Yes ☐ Partially ☐ No

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: PART OF AN UNUSUAL

CLUSTER OF VERY LARGE TREES

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: VERY FEW TREES OF THIS

STATURE IN THE AREA

Interdependent group of trees: ☒ Yes ☐ No

This tree in an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: POSSIBLY OF IMPORTANCE TO THE

OTHER TWO TREES ADJACENT.

Visible or Accessible from public right-of-way: ☒ Yes ☐ No

High visibility and/or accessibility from public property.

Describe: VISIBLE FROM END OF "COURTYARD" AREA.

MODERATE VISIBILITY TO PUBLIC. HIGH VISIBILITY
TO RESIDENTS SURROUNDING COURTYARD. (BASICALLY,
A CITY BLOCK!)

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

4

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: ESPECIALLY VALUABLE AS

PART OF THIS UNUSUAL TRIO OF VETERAN TREES

Additional comments

BY ITSELF, THIS PALM MAY NOT BE
AS NOTEWORTHY; BUT CONSIDERING
ITS GROUPING, AND ITS LARGE SIZE
AND MATURITY, IT IS WORTHY OF
LANDMARK STATUS.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

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Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Kelaine Vargas
Date of evaluation: Oct. 19, 2009
Scientific name: Phoenix canariensis (#1: crooked)
Common name: Canary Island Date palm
Street address: Courtyard at 2040 Sutter St.
Cross streets: _____

Rarity Yes Partially X No

Rarity: Rare Uncommon X Common Other

Unusual species in San Francisco or other geographic regions.

Comment: _____

Physical Attributes Yes Partially No

Size: Large X Medium Small

Notable size compared to other trees of the same species in San Francisco.

Comment: _____

Age: Yes No

Significantly advanced age for the species.

Comment: Unknown.

Distinguished form: Yes x No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: This tree was damaged approximately 20 years ago in a wind storm and has grown a crook in its trunk.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

6

Tree condition: ☐ Good ☒ Poor ☐ Hazard
Consider overall tree health and structure, and whether or not tree poses a hazard
Describe: _____

Historical ☐ Yes ☐ Partially ☒ No

Historical Association: ☐ Yes ☒ None apparent
Related to a historic or cultural building, site, street, person, event, etc.
Describe nature of appreciation: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown
Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.
Describe coverage: _____

Environmental ☐ Yes ☐ Partially ☒ No

Prominent landscape feature: ☐ Yes ☒ No
A striking and outstanding natural feature.
Describe, attach photo if possible: _____

Low tree density: ☐ Low ☒ Moderate ☐ High
Tree exists in a neighborhood with very few trees.
Describe: _____

Interdependent group of trees: ☐ Yes ☒ No
This tree is an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.
Describe: _____

Visible or Accessible from public right-of-way: ☐ Yes ☒ No
High visibility and/or accessibility from public property.
Describe: _____

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

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High traffic area: ☐ Yes ☒ No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Describe: _____

Important wildlife habitat: ☐ Yes ☒ No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☐ Yes ☒ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Cultural ☐ Yes ☐ Partially ☒ No

Neighborhood appreciation: ☐ Yes ☒ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: _____

Cultural appreciation: ☐ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Describe nature of appreciation: _____

Planting contributes to neighborhood character: ☐ Yes ☒ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Describe contribution: _____

Describe coverage: _____

Describe, attach photo if possible: _____

[illegible]

Urban Forestry Council Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mei Ling Hui

Date of evaluation: 10/19/09

Scientific name: Phoenix canariensis

Common name: Canary Island Date Palm #1

Street address: 2040 Sutter Street

Cross streets: Steiner Street

Rarity ☐ Yes ☐ Partially ☒ No

Rarity: ☐ Rare ☐ Uncommon ☒ Common ☐ Other

Unusual species in San Francisco or other geographic regions.

Comment: Extremely common tree in San Francisco

Physical Attributes ☐ Yes ☒ Partially ☐ No

Size: ☐ Large ☒ Medium ☐ Small

Notable size compared to other trees of the same species in San Francisco.

Comment: Tree is mature, but not overly large or impressive in size.

Age: ☒ Yes ☐ No

Significantly advanced age for the species.

Comment: Tree is mature.

Distinguished form: ☐ Yes ☒ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: While the tree is mature and had been well cleaned and cared for, it's canopy is not especially full or drooping.

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: Roughly half of the fronds, the older frond, are chlorotic. This may be due to shading from the Norfolk Island Pine or other unknowns. It was reported to me by an HOA member that the HOA's arborist is addressing this issue.

Historical ☐ Yes ☐ Partially ☒ No

Historical Association: ☐ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: It was reported to me that a previous land owner, before the condos were built and the area was row houses, may have information on when the trees were planted and by whom, though these individuals were unreachable.

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

Environmental ☐ Yes ☐ Partially ☒ No

Prominent landscape feature: ☐ Yes ☒ No

A striking and outstanding natural feature.

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Interdependent group of trees: ☒ Yes ☐ No

This tree is an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: This tree may have supported the Norfolk Island Pine by providing wind shelter while the NIP was growing. At this time, it appears that the NIP may be negatively affecting the palm.

Visible or Accessible from public right-of-way: ☐ Yes ☒ No

High visibility and/or accessibility from public property.

High traffic area: ☐ Yes ☒ No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Important wildlife habitat: ☐ Yes ☒ No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Wind or sound barrier: ☐ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: Tree may provide some wind shelter to the neighboring building, however, the buildings are taller than the trees and this is not likely. Likewise, the trees probably are not able to provide much in the way of sound barriers to the surrounding buildings.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

3

Cultural ___ Yes ☒ Partially ___ No

Neighborhood appreciation: ☒ Yes ___ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: The trees are located in the courtyard of a large building complex. To nominate this tree, the HOA's Board of Directors met to discuss the merits of the trees and agreed to nominated them. This shows community support for this process.

Cultural appreciation: ___ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Planting contributes to neighborhood character: ___ Yes ☒ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Profiled in a publication or other media: ___ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

Prominent landscape feature: ___ Yes ☒ No

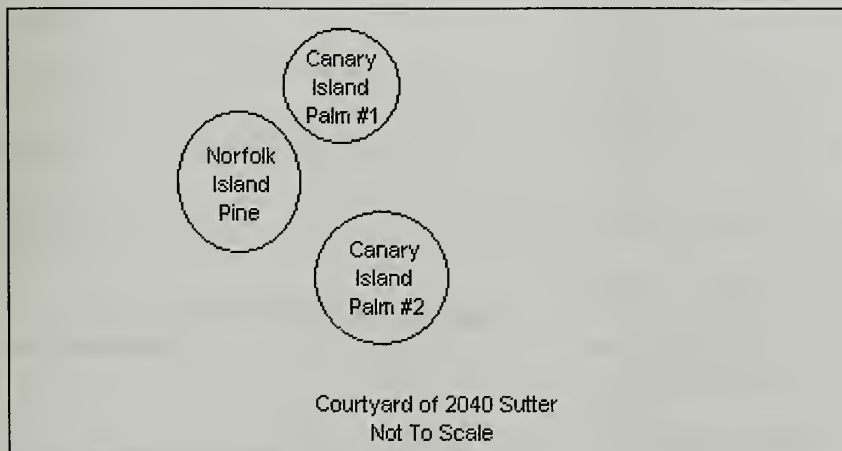
A striking and outstanding natural feature.

Describe, attach photo if possible: Tree is not very prominent in the landscape – from many angles, the view of this tree is partially or mostly obscured by the Norfolk Pine and other Date Palm.

Additional comments

It's a nice looking tree, albeit on the smaller side for a mature specimen of this species. The tree is being cared for and those who interact with it are highly concerned with it and very attached to it.

This form is for tree #1 located on the Northern edge of the courtyard and property line, closer to the Norfolk Island Pine; as shown in the following diagram:





SAN FRANCISCO URBAN FORESTRY COUNCIL

Landmark Tree Nomination Form

Disclaimer: Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?

- The Board of Supervisors, Planning Commission, and Landmarks Preservation Advisory Board may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

I am one of the following authorized nominators

- ☒ Property owner
- ☐ Board of Supervisor member
- ☐ Head of a city department or agency
- ☐ Planning Commission member
- ☐ Landmarks Preservation Advisory Board member

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department, Property Owner):

Name _____
Address _____
Address _____
Phone (day) _____
Fax # _____
Email _____

I am an authorized nominator and I support this nomination.

Signature _____
Date _____

Member of the public who initiated nomination (if applicable):

Sutter Park West HOA
Name _____
2040 Sutter Street
Address _____
2060 Sutter Street
Address _____
San Francisco, Ca 94115
Address _____
Phone (day) C/O Citiscape Property Management
3450 Third Street Suite 1A SF 94124
Fax # _____
415 695 2999
Email jcarney@citiscapemgmt.com

phone 415 401 2000

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Barbara DeVries
Signature _____
Date 9/15/09
Vince Arrellon
Date 9/15/09

Board of Directors
Homeowner Spokes person
Heather Levin
h.Levin24@yahoo.com

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. If you need more space to describe the tree, please attach additional sheets.

TREE DESCRIPTION

Tree name (species and common name): Phoenix Canisiansis Canary Island Palm

Number of trees: one of two

Street address: Sutter Park West - 2040/2060 Sutter Street
San Francisco, Ca 94115

Location of Tree: ☐ Front yard ☒ Rear yard ☐ Side yard ☐ Corner-side yard
☐ Public right-of-way ☐ Public lands ☐ Not sure
☐ Other: _____

If the tree which extends beyond multiple properties:

Which part of the tree does so?

☐ Trunk ☒ Canopy

Where in the neighboring area?

☐ Front yard ☒ Rear yard ☐ Side yard ☐ Corner-side yard

GPS units (OPTIONAL): _____

Height 45 feet

Average canopy width 19 feet
Distance from one edge to opposite edge of tree canopy

Circumference at chest level 20 inches
Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

Circumference at ground level 29 inches
Distance around trunk on the ground where the trunk meets the soil.

Rarity

Rarity: ☐ Rare ☒ Uncommon ☐ Common ☐ Other
Unusual species in San Francisco or other geographic regions.

Comment: _____

Physical

Size: ☒ Large ☐ Medium ☐ Small
Notable size compared to other trees of the same species in San Francisco.

Comment: _____

Age: Significantly advanced age for the species.

Comment: possible circa 1915?

Distinguished form: ☒ Yes ☐ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: _____

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____

Historical

Historical Association: ☐ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

Describe coverage: _____

Environmental

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Low tree density: ☒ Low ☐ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Interdependent group of trees: ☒ Yes ☐ No

This tree is an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: very close to other canary palm and Norfolk pine.

Visible or Accessible from public right-of-way: ☒ Yes ☐ No

High visibility and/or accessibility from public property.

Describe: Fillmore Street Sidewalk from side gate

High traffic area: ☐ Yes ☒ No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Describe: _____

Important wildlife habitat: ☐ Yes ☒ No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☒ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

CulturalNeighborhood appreciation: ☐ Yes ☒ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: _____
_____Cultural appreciation: ☐ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Describe nature of appreciation: _____
_____Planting contributes to neighborhood character: ☒ Yes ☐ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Describe contribution: _____
_____Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____
_____Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: large crown

_____Additional comments



CANARY ISLAND DATE PALM 2

Urban Forestry Council

Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: MALCOLM HILLAN
Date of evaluation: 10 . 19 . 09
Scientific name: PHOENIX CANARIENSIS
Common name: CANARY ISLAND DATE PALM #
Street address: 2040 - 2060 SUTTER STREET
Cross streets: FILLMORE - STEINER

Rarity ☐ Yes ☐ Partially ☒ No

Rarity: ☐ Rare ☐ Uncommon ☒ Common ☐ Other

Unusual species in San Francisco or other geographic regions.

Comment: REGARDED AS A TREE OFTEN
USED AND RECOGNIZABLE IN SAN FRANCISCO

Physical Attributes ☒ Yes ☐ Partially ☐ No

Size: ☒ Large ☐ Medium ☐ Small

Notable size compared to other trees of the same species in San Francisco.

Comment: BIG ONE!

Age: ☒ Yes ☐ No

Significantly advanced age for the species.

Comment: MATURE SPECIMEN : NOTEWORTHY!

Distinguished form: ☒ Yes ☐ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: TREE HAS EVIDENCE OF HAVING PARTIALLY
FALLEN YEARS AGO, NEW GROWTH IS UPRIGHT...
THE SUBSEQUENT LEAN AND SHAPE YIELDS A
UNIQUE CHARACTER.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

2

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: TREE APPEARS IN EXCELLENT HEALTH. LEAN IS UNWORRYING, BUT THE TREE APPEARS TO HAVE BEEN STABLE FOR MANY YEARS ... NOT OVERHANGING ANY SIGNIFICANT TARGET.

Historical ☐ Yes ☐ Partially ☒ No

Historical Association: ☐ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____

Environmental ☒ Yes ☐ Partially ☐ No

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: INTERESTING SPECIMEN.

PART OF AN UNUSUAL GROUPING OF LARGE TREES

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: STATURE IS UNUSUAL → NOT MANY OF THIS SCALE IN AREA

Interdependent group of trees: ☒ Yes ☐ No

This tree is an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: HARD TO ASSESS, BUT MAY BE OF

IMPORTANCE TO THE OTHER TWO TREES IT'S GROUPE
WITH...

Visible or Accessible from public right-of-way: ☒ Yes ☐ No

High visibility and/or accessibility from public property.

Describe: VISIBLE FROM END OF "COURTYARD"

AREA ... MODERATE VISIBILITY TO PUBLIC.

HIGH VISIBILITY TO RESIDENTS SURROUNDING COURTYARD.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

3

High traffic area: ☐ Yes ☒ No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Describe: TREE IS IN A PROTECTED
COURTYARD

Important wildlife habitat: ☐ Yes ☒ No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

NONE APPARENT

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: N.A.

Wind or sound barrier: ☐ Yes ☒ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: /

Cultural ☐ Yes ☒ Partially ☐ No

Neighborhood appreciation: ☐ Yes ☒ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: ONLY AS DESCRIBED BY

APPLICANT ... APPROPRIATE APPRECIATION; NOT
DOCUMENTED

Cultural appreciation: ☐ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Describe nature of appreciation: /

Planting contributes to neighborhood character: ☒ Yes ☐ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Describe contribution: THIS TREE, AND THOSE WITH IT,

MEMORIZE THE LOVELY GARDENS SURROUNDING

THEM, SETTING THE TONE FOR THIS COMMUNITY
COURTYARD.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

4

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: AN UNUSUAL SPECIMEN.

SIGNIFICANT VISUAL IMPACT.

Additional comments

PUBLIC ACCESS IS LIMITED, BUT
THE STATURE AND UNIQUE CONDITION
OF THIS PALM, ESPECIALLY IN
COMBINATION WITH THE TWO TREES
NEARBY, YIELDS GREAT VALUE, WORTHY
OF LANDMARK STATUS. WITHOUT DOUBT,
IT CONTRIBUTES TO THE COMMUNITY
IN A MANNER WORTHY OF PROTECTING.
I RECOMMEND FOR LANDMARK STATUS.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

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Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Kelaine Vargas
Date of evaluation: Oct. 19, 2009
Scientific name: Phoenix canariensis (#2: straight trunk)
Common name: Canary Island Date palm
Street address: Courtyard at 2040 Sutter St.
Cross streets: _____

Rarity ☐ Yes ☐ Partially ☒ No

Rarity: ☐ Rare ☐ Uncommon ☒ Common ☐ Other

Unusual species in San Francisco or other geographic regions.

Comment: _____

Physical Attributes ☐ Yes ☐ Partially ☒ No

Size: ☐ Large ☒ Medium ☐ Small

Notable size compared to other trees of the same species in San Francisco.

Comment: _____

Age: ☐ Yes ☐ No

Significantly advanced age for the species.

Comment: Unknown.

Distinguished form: ☐ Yes ☒ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: The form of this specimen is average.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

10

Tree condition: ☐ Good ☒ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: ☐ The lower half of the fronds are yellowed. _____

Historical ☐ Yes ☐ Partially ☒ No

Historical Association: ☐ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

Describe coverage: _____

Environmental ☐ Yes ☐ Partially ☐ No

Prominent landscape feature: ☐ Yes ☒ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Interdependent group of trees: ☐ Yes ☒ No

This tree is an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: _____

Visible or Accessible from public right-of-way: ☐ Yes ☒ No

High visibility and/or accessibility from public property.

Describe: _____

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

11

High traffic area: ☐ Yes ☒ No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Describe: _____

Important wildlife habitat: ☐ Yes ☒ No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☐ Yes ☒ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Cultural ☐ Yes ☐ Partially ☒ No

Neighborhood appreciation: ☐ Yes ☒ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: _____

Cultural appreciation: ☐ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Describe nature of appreciation: _____

Planting contributes to neighborhood character: ☐ Yes ☒ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Describe contribution: _____

Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

A striking and outstanding natural feature.

[illegible][illegible]

Urban Forestry Council Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Mei Ling Hui

Date of evaluation: 10/19/09

Scientific name: Phoenix canariensis

Common name: Canary Island Date Palm #2

Street address: 2040 Sutter Street

Cross streets: Steiner Street

Rarity ☐ Yes ☐ Partially ☒ No

Rarity: ☐ Rare ☐ Uncommon ☒ Common ☐ Other

Unusual species in San Francisco or other geographic regions.

Comment: Extremely common tree in San Francisco

Physical Attributes ☒ Yes ☐ Partially ☐ No

Size: ☒ Large ☐ Medium ☐ Small

Notable size compared to other trees of the same species in San Francisco.

Comment: Tree is mature and large.

Age: ☒ Yes ☐ No

Significantly advanced age for the species.

Comment: Tree is mature.

Distinguished form: ☒ Yes ☐ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: Tree leans significantly to the east, but appears to be stable.

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe:

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

2

Historical ☐ Yes ☐ Partially ☒ No

Historical Association: ☐ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: It was reported to me that a previous land owner, before the condos were built and the area was row houses, may have information on when the trees were planted and by whom, though these individuals were unreachable.

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

Environmental ☐ Yes ☐ Partially ☒ No

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe: Tree is located in the center of the courtyard. It's lean makes the physically appearance more striking.

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Interdependent group of trees: ☒ Yes ☐ No

This tree in an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: This tree may have supported the Norfolk Island Pine by providing wind shelter while the NIP was growing.

Visible or Accessible from public right-of-way: ☐ Yes ☒ No

High visibility and/or accessibility from public property.

High traffic area: ☐ Yes ☒ No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Important wildlife habitat: ☐ Yes ☒ No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Wind or sound barrier: ☐ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: Tree may provide some wind shelter to the neighboring building, however, the buildings are taller than the trees and this is not likely. Likewise, the trees probably are not able to provide much in the way of sound barriers to the surrounding buildings.

Cultural ☐ Yes ☒ Partially ☐ No

Neighborhood appreciation: ☒ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: The trees are located in the courtyard of a large building complex. To nominate this tree, the HOA's Board of Directors met to discuss the merits of the trees and agreed to nominate them. This shows community support for this process.

Cultural appreciation: ☐ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Planting contributes to neighborhood character: ☒ Yes ☐ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

Prominent landscape feature: ☒ Yes ☐ No

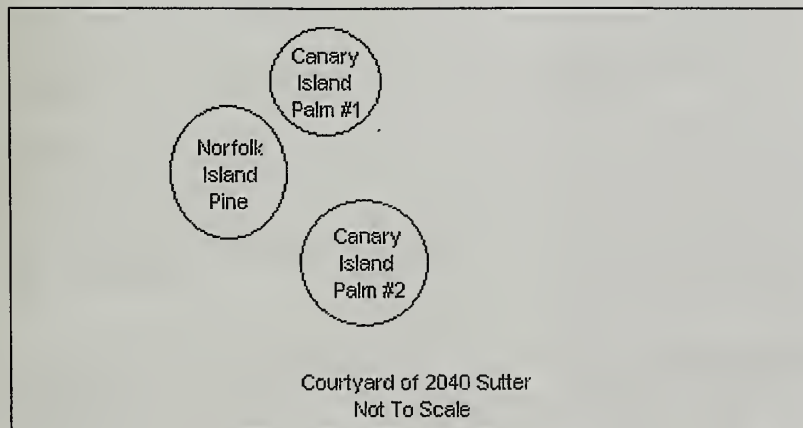
A striking and outstanding natural feature.

Describe, attach photo if possible: Tree is large, striking and located in the center of the courtyard. It is visible from all parts of the outdoor space.

Additional comments

This is a common tree in San Francisco, but the way it's growing creates more interest for this specimen than the typical palm.

This form is for tree #2 located on the Northern edge of the courtyard and property line, closer to the Norfolk Island Pine; as shown in the following diagram:



SAN FRANCISCO URBAN FORESTRY COUNCIL

Landmark Tree Nomination Form

Disclaimer: Any information you include on this form will be part of the public record. Anyone may request to see the information you submit for a landmark tree nomination. For more legal information, see the last page of this form.

Who can nominate a landmark tree?

- The Board of Supervisors, Planning Commission, and Landmarks Preservation Advisory Board may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

I am one of the following authorized nominators

- ☒ Property owner
- ☐ Board of Supervisor member
- ☐ Head of a city department or agency
- ☐ Planning Commission member
- ☐ Landmarks Preservation Advisory Board member

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department, Property Owner):

Name

Address

Address

Phone (day)

Fax #

Email

I am an authorized nominator and I support this nomination.

Signature

Date

Member of the public who initiated nomination (if applicable):

Sutter Park West HOA

Name

2040 Sutter Street

Address

2060 Sutter Street

Address

San Francisco, Ca 94115

Phone (day) C/O Citiscape Property Management

3450 Third St. Suite 1-A SF Ca 94124

Fax #

415 695 2999

Email jcarney@utiscape.sf.com

phone 415 401 2000

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Barbara de la Cruz

Signature

9/15/09

Date

Board of Directors

Homeowner Spokesperson

Heather Levin

h.levin24@yahoo.com

SAN FRANCISCO URBAN FORESTRY COUNCIL

2

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. If you need more space to describe the tree, please attach additional sheets.

TREE DESCRIPTION

Tree name (species and common name): Phoenix Canisensis Canary Island Palm

Number of trees: two of two

Street address: Sutter Park West 2040/2060 Sutter Street
San Francisco Cal 94115

Location of Tree: ☐ Front yard ☒ Rear yard ☐ Side yard ☐ Corner-side yard
☐ Public right-of-way ☐ Public lands ☐ Not sure
☐ Other: _____

If the tree which extends beyond multiple properties:

Which part of the tree does so?

☐ Trunk ☐ Canopy

Where in the neighboring area?

☐ Front yard ☐ Rear yard ☐ Side yard ☐ Corner-side yard

GPS units (OPTIONAL): _____

Height 50 feet

Average canopy width 16 feet
Distance from one edge to opposite edge of tree canopy

Circumference at chest level 20 inches
Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

Circumference at ground level 29 inches
Distance around trunk on the ground where the trunk meets the soil.

RarityRarity: ☐ Rare ☒ Uncommon ☐ Common ☐ Other

Unusual species in San Francisco or other geographic regions.

Comment: _____

PhysicalSize: ☒ Large ☐ Medium ☐ Small

Notable size compared to other trees of the same species in San Francisco.

Comment: _____

Age: Significantly advanced age for the species.

Comment: possible circa 1915?Distinguished form: ☒ Yes ☐ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: _____

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____

HistoricalHistorical Association: ☐ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____

EnvironmentalProminent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Low tree density: ☒ Low ☐ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Interdependent group of trees: ☒ Yes ☐ No

This tree is an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: very close to other canary island palm and norfolk pineVisible or Accessible from public right-of-way: ☒ Yes ☐ No

High visibility and/or accessibility from public property.

Describe: Fillmore Street Sidewalk from side gateHigh traffic area: ☐ Yes ☒ No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Describe: _____

Important wildlife habitat: ☐ Yes ☒ No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☒ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Cultural

Neighborhood appreciation: ☐ Yes ☒ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: _____

Cultural appreciation: ☐ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Describe nature of appreciation: _____

Planting contributes to neighborhood character: ☒ Yes ☐ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Describe contribution: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: large golden crown with symmetrical
canopy

Additional comments



NORFOLK ISLAND PINE



Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: MALCOLM HILLAN
Date of evaluation: 10 - 19 - 09
Scientific name: ARALCARIA HETEROPHYLLA
Common name: NORFOLK ISLAND PINE
Street address: 2040-2060 SUTTER STREET
Cross streets: FILLMORE + STEINER

Rarity ☐ Yes ☐ Partially ☒ No

Rarity: ☐ Rare ☐ Uncommon ☒ Common ☐ Other

Unusual species in San Francisco or other geographic regions.

Comment: VALUED IN OUR AREA FOR FORM
AND RECOGNIZABILITY FROM A DISTANCE

Physical Attributes ☒ Yes ☐ Partially ☐ No

Size: ☒ Large ☐ Medium ☐ Small

Notable size compared to other trees of the same species in San Francisco.

Comment: NEELY DEVELOPED MATURE SPECIMEN

Age: ☐ Yes ☐ No

Significantly advanced age for the species.

Comment: MATURE, BUT NOT OVERLY SO

Distinguished form: ☒ Yes ☐ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: POSSESSES CLASSIC A. het. FORM
GREAT SPECIMEN!

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

2

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____

Historical ☐ Yes ☐ Partially ☒ No

Historical Association: ☐ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: THE APPLICANT WAS UNAWARE
OF ANY HISTORICAL ASSOCIATION OR PUBLISHED →

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____
→ INFORMATION ON THIS TREE.

Environmental ☒ Yes ☐ Partially ☐ No

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: LARGE SPECIMEN, STANDING
IN A PROMINENT GROUP.

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: FEW TREES OF THIS STATURE IN
THE AREA. AN ASSET PARTICULARLY TO
THE "COURTYARD" AREA

Interdependent group of trees: ☒ Yes ☐ No

This tree in an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: DIFFICULT TO SAY ... BUT
QUITE POSSIBLY INTERDEPENDENT, STRUCTURALLY.

Visible or Accessible from public right-of-way: ☒ Yes ☐ No

High visibility and/or accessibility from public property. BUT SLIGHT ...

Describe: NARROW VIEW FROM THE END
OF THE COURTYARD.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

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High traffic area: ☐ Yes ☒ No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Describe: TREE IS IN A
PROTECTED COURTYARD

Important wildlife habitat: ☐ Yes ☒ No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

NONE APPARENT

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: NA.

Wind or sound barrier: ☐ Yes ☒ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: /

Cultural ☐ Yes ☒ Partially ☐ No

Neighborhood appreciation: ☐ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: AS DESCRIBED BRIEFLY BY
APPLICANT

Cultural appreciation: ☐ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Describe nature of appreciation:

Planting contributes to neighborhood character: ☒ Yes ☐ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Describe contribution: UNDOUBTEDLY ... THIS

TREE AND ITS NEIGHBORS CONSTITUTE THE
VISUAL FOCAL-POINT OF THE COURTYARD AREA.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

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Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: OUTSTANDING SPECIMEN;

LARGE VISUAL IMPACT.

Additional comments

WHILE THE PUBLIC ACCESS / VISUAL
IMPACT IS LIMITED, THE STATURE
AND CONDITION OF THIS NORFOLK ISLAND
PINE IS WORTHY OF LANDMARK STATUS.

THE UNIQUE GROUPING (WITH THE
TWO PALMS GROWING ALONGSIDE) ADDS
INTEREST, AND WITHOUT DOUBT CONTRIBUTES
TO THE VALUE OF THE COURTYARD GARDENS,
ENJOYED BY MANY AND VIEWED BY
MANY MORE. I RECOMMEND FOR
LANDMARK STATUS.

Urban Forestry Council Landmark Tree Evaluation Form and Criteria

Pursuant to Ordinance 0017-06 and Public Works Code Section 810, the UFC has developed these criteria for evaluating potential landmark trees in San Francisco. When evaluating or considering potential landmark trees, please consider the context of the tree within its site location. For example, a tree on PUC land may not have the same community importance that a street or park tree would. Use comment sections, as appropriate, to explain or support evaluation. Attach sheets if more space is needed.

Evaluator's name: Kelaine Vargas

Date of evaluation: Oct. 19, 2009

Scientific name: Araucaria heterophylla

Common name: Norfolk Island pine

Street address: Courtyard at 2040 Sutter St.

Cross streets: _____

Rarity ☒ Yes ☐ Partially ☐ No

Rarity: ☐ Rare ☒ Uncommon ☐ Common ☐ Other

Unusual species in San Francisco or other geographic regions.

Comment: There are only three Norfolk Island Pine trees along the streets of San Francisco, although more exist in backyards and parks. Nevertheless, the species is unusual.

Physical Attributes ☒ Yes ☐ Partially ☐ No

Size: ☒ Large ☐ Medium ☐ Small

Notable size compared to other trees of the same species in San Francisco.

Comment: This is a large and impressive specimen.

Age: ☒ Yes ☐ No

Significantly advanced age for the species.

Comment: It's size suggests advanced age.

Distinguished form: ☒ Yes ☐ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: This specimen is well-formed.

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

2

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: The tree appears to be in very good health.

Historical ☐ Yes ☐ Partially ☒ No

Historical Association: ☐ Yes ☒ None apparent

Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

Describe coverage: _____

Environmental ☒ Yes ☐ Partially ☐ No

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Low tree density: ☐ Low ☒ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Interdependent group of trees: ☐ Yes ☒ No

This tree is an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: _____

Visible or Accessible from public right-of-way: ☐ Yes ☒ No

High visibility and/or accessibility from public property.

Describe: _____

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

3

High traffic area: ☐ Yes ☒ No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Describe: _____

Important wildlife habitat: ☐ Yes ☒ No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☐ Yes ☒ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Cultural ☐ Yes ☐ Partially ☒ No

Neighborhood appreciation: ☐ Yes ☒ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: _____

Cultural appreciation: ☐ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Describe nature of appreciation: _____

Planting contributes to neighborhood character: ☐ Yes ☒ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Describe contribution: _____

Urban Forestry Council
Landmark Tree Evaluation Form and Criteria

4

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Additional comments

This tree, because of its significant size, provides the city of San Francisco with valuable
environmental benefits in the form of ecosystem services, helping clean the air, reduce stormwater
loads, and combat climate change through sequestering carbon. Few trees in the city are as large
(particularly in very urban areas like Sutter St.) and therefore as valuable from an environmental
perspective.

Urban Forestry Council Landmark Tree Evaluation Form and Criteria

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Evaluator's name: Mei Ling Hui

Date of evaluation: 10/19/09

Scientific name: Araucaria heterophylla

Common name: Norfolk Island Pine

Street address: 2040 Sutter Street

Cross streets: Steiner Street

Rarity ☐ Yes ☒ Partially ☐ No

Rarity: ☐ Rare ☒ Uncommon ☐ Common ☐ Other

Unusual species in San Francisco or other geographic regions.

Comment: Not the most uncommon tree in San Francisco, but due to its size, not the most common tree either.

Physical Attributes ☒ Yes ☐ Partially ☐ No

Size: ☒ Large ☐ Medium ☐ Small

Notable size compared to other trees of the same species in San Francisco.

Comment: This specimen is very large.

Age: ☒ Yes ☐ No

Significantly advanced age for the species.

Comment: It is a mature tree.

Distinguished form: ☒ Yes ☐ No

Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: The tree is incredibly beautiful and a good example of its species. It's tall and straight, tapering towards the top, with lower branches drooping and higher branches curving upward. The branches are well spaced. It's just gorgeous.

Tree condition: ☒ Good ☐ Poor ☐ Hazard

Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: Tree looks very healthy – though there is one spot of moss growing on the trunk near the base of the tree on the west side. The garden is quite shady.

Historical ☐ Yes ☐ Partially ☒ No

Historical Association: ☐ Yes ☐ None apparent
Related to a historic or cultural building, site, street, person, event, etc.

Profiled in a publication or other media: ☐ Yes ☒ Unknown
Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Environmental ☒ Yes ☐ Partially ☐ No

Prominent landscape feature: ☒ Yes ☐ No
A striking and outstanding natural feature.
Describe, attach photo if possible: It is the most prominent feature of the courtyard garden, not only due to it's stature, but it's beautiful form and health.

Low tree density: ☐ Low ☒ Moderate ☐ High
Tree exists in a neighborhood with very few trees.

Interdependent group of trees: ☒ Yes ☐ No
This tree in an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.
Describe: This tree's early growth may have been supported by the palm trees, before it overtook them. While the tree is currently shading out one of the palms somewhat, as the palms grow, the Norfolk Island Pine may provide some wind shelter.

Visible or Accessible from public right-of-way: ☐ Yes ☒ No
High visibility and/or accessibility from public property.
Describe: This tree may be visible from other properties or even from a section of the street at the end of the courtyard, however, it is not highly visible nor publicly accessible.

High traffic area: ☐ Yes ☒ No
Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Important wildlife habitat: ☐ Yes ☒ No
Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control: ☐ Yes ☒ No
Tree prevents soil erosion.

Wind or sound barrier: ☐ Yes ☒ No
Tree reduces wind speed or mitigates undesirable noise.
Describe: While the tree is significantly taller than adjacent buildings, given its location within an interior courtyard between buildings, it's not likely that there is much wind or noise to block.

Cultural ☒ Yes ☐ Partially ☐ No

Neighborhood appreciation: ☒ Yes ☐ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: Tree is communally owned by the building's HOA; in order to submit this application, the HOA's Board of Director's had to approve the nominations, which they could not have done without community support.

Cultural appreciation: ☐ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Planting contributes to neighborhood character: ☒ Yes ☐ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Describe contribution: Tree creates character for the surrounding area.

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. **Attach documentation** if appropriate.

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: The shady and cool character of the courtyard area of the HOA is highly influenced by this tree.

Additional comments

Gorgeous, gorgeous tree.

SAN FRANCISCO URBAN FORESTRY COUNCIL

Landmark Tree Nomination Form

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Who can nominate a landmark tree?

- The Board of Supervisors, Planning Commission, and Landmarks Preservation Advisory Board may nominate a tree.
- The head of a City department or agency may nominate a tree on property under their jurisdiction. City departments and agencies should conduct an internal approval process before nominating a tree.
- A property owner may nominate a tree on his or her property.
- A member of the public may ask an authorized nominator to nominate a tree.

Please note that a permit will be required for any future removal of a landmark tree.

Pursuant to Ordinance 0017-06 and Public Works Code 810, the Urban Forestry Council requests the following information.

I am one of the following authorized nominators

- ☒ Property owner
- ☐ Board of Supervisor member
- ☐ Head of a city department or agency
- ☐ Planning Commission member
- ☐ Landmarks Preservation Advisory Board member

Authorized nominator (Supervisor, Planning Commission, Landmarks Advisory Board, Head of City Department, Property Owner):

Name _____
Address _____
Address _____
Phone (day) _____
Fax # _____
Email _____

I am an authorized nominator and I support this nomination.

Signature _____
Date _____

Member of the public who initiated nomination (if applicable):

Sutter Park West HOA
Name _____
2040 Sutter Street
Address _____
2060 Sutter Street
Address _____
San Francisco CA 94115
Phone (day) c/o Citiscape Property Management
3450 Third St Suite 1-A SF, Cal 94124
Fax # _____
415 695 2999
Email jcarney@citiscapesf.com
Phone 415 401 2000

I am the property owner and I grant permission for city staff to evaluate the nominated tree on the property with advance notice.

Barbara deVries Michael deVries
Signature _____
9/15/09 9/15/09
Date _____
Board of Directors

Page 1 Homeowner Spokesperson
Heather Levin
hlevin24@yahoo.com

The Urban Forestry Council will use the following criteria to evaluate each potential landmark tree. If you need more space to describe the tree, please attach additional sheets.

TREE DESCRIPTION

Tree name (species and common name): Aravecaria heterophylla

Number of trees: one Norfolk Island Pine

Street address: Sutter Park west - 2040/2060 Sutter Street
San Francisco, Ca 94115

Location of Tree: ☐ Front yard ☒ Rear yard ☐ Side yard ☐ Corner-side yard
☐ Public right-of-way ☐ Public lands ☐ Not sure
☐ Other: _____

If the tree which extends beyond multiple properties:

Which part of the tree does so?

☐ Trunk ☐ Canopy

Where in the neighboring area?

☐ Front yard ☐ Rear yard ☐ Side yard ☐ Corner-side yard

GPS units (OPTIONAL): _____

Height 85 feet

Average canopy width 20 feet
Distance from one edge to opposite edge of tree canopy

Circumference at chest level 32 inches
Distance around trunk at 4.5 ft off the ground. <http://www.isa-arbor.com/publications/tree-ord/heritage.aspx>

Circumference at ground level 43 inches
Distance around trunk on the ground where the trunk meets the soil.

SAN FRANCISCO URBAN FORESTRY COUNCIL

3

Rarity

Rarity: ☐ Rare ☒ Uncommon ☐ Common ☐ Other
Unusual species in San Francisco or other geographic regions.

Comment: _____

Physical

Size: ☒ Large ☐ Medium ☐ Small
Notable size compared to other trees of the same species in San Francisco.

Comment: _____

Age: Significantly advanced age for the species.

Comment: poss ≈ 60 year

Distinguished form: ☒ Yes ☐ No
Tree is an example of good form for its species, has a majestic quality or otherwise unique structure.

Describe: _____

Tree condition: ☒ Good ☐ Poor ☐ Hazard
Consider overall tree health and structure, and whether or not tree poses a hazard

Describe: _____

Historical

Historical Association: ☒ Yes ☐ None apparent
Related to a historic or cultural building, site, street, person, event, etc.

Describe nature of appreciation: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown
Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.
Describe coverage: _____

EnvironmentalProminent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: _____

Low tree density: ☒ Low ☐ Moderate ☐ High

Tree exists in a neighborhood with very few trees.

Describe: _____

Interdependent group of trees: ☒ Yes ☐ No

This tree is an integral member of a group of trees and removing it may have an adverse impact on adjacent trees.

Describe: close to and in between two large canary island palm treesVisible or Accessible from public right-of-way: ☒ Yes ☐ No

High visibility and/or accessibility from public property.

Describe: from sidewalk Fillmore Street at sidegate - visibleHigh traffic area: ☐ Yes ☒ No

Tree is located in an area that has a high volume of vehicle, pedestrian or bike traffic and has a potential traffic calming effect.

Describe: _____

Important wildlife habitat: ☐ Yes ☒ No

Species has a known relationship with a particular local wildlife species or it provides food, shelter, or nesting to specific known wildlife individuals.

Erosion control: ☐ Yes ☒ No

Tree prevents soil erosion.

Describe: _____

Wind or sound barrier: ☒ Yes ☐ No

Tree reduces wind speed or mitigates undesirable noise.

Describe: _____

Cultural

Neighborhood appreciation: ☐ Yes ☒ None apparent

Multiple indicators such as letters of support, petition, outdoor gatherings, celebrations adjacent or related to tree, etc. Attach documentation:

Describe: _____

Cultural appreciation: ☐ Yes ☒ None apparent

Particular value to certain cultural or ethnic groups in the city.

Describe nature of appreciation: _____

Planting contributes to neighborhood character: ☒ Yes ☐ No

Tree contributes significantly to, or represents, neighborhood aesthetic.

Describe contribution: _____

Profiled in a publication or other media: ☐ Yes ☒ Unknown

Tree has received coverage in print, internet, video media, etc. Attach documentation if appropriate.

Describe coverage: _____

Prominent landscape feature: ☒ Yes ☐ No

A striking and outstanding natural feature.

Describe, attach photo if possible: height, stunning branches

Additional comments





SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES**

**GOVERNMENT
DOCUMENTS DEPT**

**FRIDAY, DECEMBER 11, 2009, 10:00 A.M.
CITY HALL, ROOM 400, ONE DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102**

JAN - 6 2010

**SAN FRANCISCO
PUBLIC LIBRARY**

ORDER OF BUSINESS

- 1. Call to Order and Roll Call.** The Urban Forestry Council Meeting convened at 8:38 a.m. Present: Chair Milne, Vice-Chair D'Agostino, Council Members Buck (8:45 a.m.), Cohen, Hillan, LeBeau, Rodgers, Sherk (8:50 a.m.), and Vargas; Advisory Members Present: Members Nervo and Sustarich; (2 Vacant).
- 2. Adoption of Minutes of the October 27, 2009 Urban Forestry Council Regular Meeting and November 20, 2009 Retreat Special Meeting.** (Discussion and Action) Upon Motion by Member Cohen and second by Member Hillan, the October 27 and November 20, 2009 Meeting Minutes were approved without objection (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Cohen, Hillan, LeBeau, Rodgers and Vargas; Absent: Members Buck and Sherk) (Explanatory Documents: October 27, 2009 Regular Meeting Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=113547 and November 20, 2009 Retreat Special Meeting Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=114404).
- 3. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

Ms. Rose Hillson, Jordan Park Improvement Association, discussed how Department of Public Works rules and City legislation are not effective in the case of trees that are cut down when they are not within ten feet of a public right-of-way. Ms. Hillson cited a particular tree that was set in a backwards-built lot, was fairly large and recently cut down. Chair Milne stated that the tree was not considered a significant tree because it was not within ten feet of the public right-of-way. Member Cohen acknowledged Ms. Hillson for presenting this issue to the Council and explained that when the legislation was redrafted a few years ago, there was a failed attempt to include a conservation measure that would protect trees on private property and of a particular size.

Mr. Bill McCloud stated that he has helped plant trees with Friends of the Urban Forest in the neighborhood in which he resides and for a few years has wondered why there couldn't be a better way for the City to finance tree maintenance and planting. He proposed identifying a fund to take care of tree maintenance, tree planting and sidewalks through a program similar to the solar initiative that would add a certain amount onto the sale of a house. He proposed that the initial cost could be added to property tax and be paid over a course of twenty years. Mr. McCloud also expressed his concern with the Department of Public Works program to repair sidewalks that he believes is causing blight through spray painting of x's throughout the sidewalks. He stated that the City is also requiring that people repair their sidewalks

and expressed his concern that people who reside on his block have had to spend \$10,000 for sidewalk repair, which is causing a hardship due to the recession. Chair Milne stated that he would forward this information to the Department of Public Works and indicated that the Council is always trying to identify funding mechanisms for urban forestry and would investigate his recommendation.

4. **Hearing on Nomination for Landmark Tree Status.** The Council will hold a hearing to determine whether the following trees meet the criteria for designation as landmark trees: **PRESENTER:** Landmark Tree Committee Chair Malcolm Hillan (Discussion and Action)

2040-2060 Sutter Street, SF, CA 94115, Assessor's Block 0678, Lots 037-104

- **Norfolk Island Pine (*Araucaria heterophylla*)** (Explanatory Doc. Nomination Form (PDF)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/NorfolkIslandPineNominationForm.pdf)
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- **Canary Island Date Palm #2 (*Phoenix canariensis*)** (Explanatory Doc.: Nomination Form (PDF)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandDate2Nomination%20Form.pdf)

(Additional Explanatory Documents:

- **Chair's Written Report (Word)**
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- **Images of Nominated Trees (Word);**
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/Compiledimages.doc);
- **Staff Evaluations: Council Coordinator Hui--Canary Island Date Palm #1 (Word)**
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandPalm1MLH%20eval.doc)
Canary Island Date Palm #2 (Word);
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandPalm2MLHeval.doc)
Norfolk Island Pine (Word)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/NorfolkIslandPineMLH%20eval.doc)

Landmark Tree Committee Evaluations— Committee Chair Hillan (PDF)

http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/LandmarkTreeEvaluationsAllTreesMHillan.PDF

Member Vargas (PDF)

http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/LTCUFCevaluationAll%20TreesKVargas.pdf)

At the conclusion of the hearing, the Council voted on whether to approve or reject the nominations and adopted written findings to support its decision. The Council will forward approved nominations to the Board of Supervisors for further consideration.

Landmark Tree Committee Chair Hillan reported that the Sutter Park West Homeowners Association of the condominium complex located at 2040-2060 Sutter Street nominated the three trees for landmark status. These trees are located in a center courtyard common area for the condominium buildings. He described landmark tree criteria that would qualify the trees for landmark tree status and recommended on behalf of the Committee that all three trees be forwarded to the Board of Supervisors for consideration of landmark tree status.

Council members discussed providing address links to aerial views, noticing requirements, notification to property owners, their concerns, and landmark tree criteria as it would apply to the nominated trees. Landmark Tree Committee Chair Hillan stated that the two strongest evaluation criteria that these nominations would fall under would be the categories of physical and environmental and discussed other areas of evaluation as described in the written report and evaluation forms.

Upon Motion by Member Vargas, second by Member Hillan, the **Norfolk Island Pine (Araucaria heterophylla)** located at 2040-2060 Sutter Street, Assessor's Block 0678, Lots 037-104 was approved for recommendation to the Board of Supervisors for landmark tree status (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Buck, Cohen, Hillan, LeBeau, Rodgers, Sherk and Vargas; Noes: None; Absent: None).

Upon Motion by Member Hillan, second by Member Cohen, the **Canary Island Date Palm #1 (Phoenix canariensis)** located at 2040-2060 Sutter Street, Assessor's Block 0678, Lots 037-104 was approved for recommendation to the Board of Supervisors for landmark tree status (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Buck, Cohen, Hillan, LeBeau, Rodgers, Sherk and Vargas; Noes: None; Absent: None).

Upon Motion by Vice-Chair D'Agostino, second by Member LeBeau, the **Canary Island Date Palm #2 (Phoenix canariensis)** located at 2040-2060 Sutter Street, Assessor's Block 0678, Lots 037-104 was approved for recommendation to the Board of Supervisors for landmark tree status (AYES: Vice-Chair D'Agostino, Council Members Buck, Cohen, Hillan, LeBeau, Rodgers, Sherk and Vargas; Noes: Chair Milne; Absent: None).

The Council reverted to Mr. McCloud's Public Comment Item 3 at this time (see Item 3).

5. **Clean and Safe Neighborhood Parks Bond.** Presentation and discussion on the Recreation and Park Department's Planning of the Clean and Safe Neighborhood Parks Bond Forestry Hazard Area Prioritization and Forestry Management Plan. Speakers: Jim Clark, Hortscience (Explanatory Document: Presentation (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Presentation.pdf> ; Rick Thall, Recreation and Park Department Project Manager; Karen Mauney-Brodek, Recreation and Park Department Planner. (Informational Report and Discussion)

Ms. Mauney-Brodek reported that the Clean and Safe Neighborhood Parks Bond is a four-million dollar bond that is an opportunity for the City Recreation and Park Department to finance forestry-related improvements and forestry public-safety concerns on Recreation and Park lands using capital dollars. The bond would not address all forestry needs in all parks so there is planning and prioritization work in progress at the current time. The process is currently in the outreach phase in order to receive feedback from entities that include the Urban Forestry Council, stakeholders, the Neighborhood Parks Council, Parks Trust, Parks Advisory Committee, and other related community organizations.

Mr. Clark provided background on HortScience Inc. and presented on the Tree Risk Area Identification and Prioritization Project and components of the Tree Management Plan (see Explanatory Document on topics of discussion (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Presentation.pdf>). He reported that the project would include identifying properties and facilities within properties that have the greatest need (a mix of trees or tree characteristics that are most likely to fail) and then identifying the highest use in occupancy. The matrix is currently being developed and analyzed. The Tree Management/Operational Plan is being developed for all Recreation and Park Department properties and is aimed in making the transition to implementing recommendations.

Council Members expressed their support of the program and provided feedback and recommendations. Discussions were held on topics that include changing the title of the project plan to add preservation project; availability of state grant funding allocations for park tree inventories, utilizing tree-species profiles for risk assessments, and priority allocation of funds to public safety vs. urban forestry planting projects.

Public Comment: Ms. Rose Hillson expressed her support of the project.

6. **Development and Trees.** The Council will review and discuss tree disclosure and protection requirements when developing near protected trees as it relates to the tree protection zone described for Landmark and Significant trees. Speaker: Council Member AnMarie Rodgers. (Informational Report and Discussion). This agenda item was continued to the January 22, 2010 meeting.
7. **Development of Policies to address Pine Pitch Canker Solutions.** Sponsor: Council Chair Milne (Discussion) Council Chair Milne requested that Council Members provide ideas for regulations or a legislative proposal for discussion at a future Planning and Funding Committee meeting.
8. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

Council Chair Milne reported that Member Blair had resigned from the Council. Council Coordinator Hui presented her staff report on topics that include Council membership resignations and status of appointments, landmark tree current events, urban gleaning project, strategic planning retreat session, Green Christmas program, climate action planning, Green Stacks and Environment Now programs (Explanatory Document: Staff Report (PDF))

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 10. **Committee Reports:** (Informational Reports and Discussion)
 - Planning & Funding Committee, Chair
The next meeting scheduled for Thursday, December 17, 2009 at 4:15 p.m. at City Hall, Room 421 has been cancelled.
 - Landmark Tree Ad Hoc Committee, Chair Malcolm Hillan
- Council Chair Milne stated that there would be no Committee reports because the Planning and Funding Committee meeting scheduled for next week would be cancelled due to a lack of quorum, and a Chair has not yet been selected. The Landmark Tree Committee did meet in November and nominated trees were discussed in Agenda Item 4.

11. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
There were no Chair's announcements made at this time.
12. **New Business/Future Agenda Items.** (Information and Discussion). Coordinator Hui reported that she had previously communicated with Mr. McCloud on his ideas and would be exploring the issue of tax financing for urban forestry work. A report would be made at the next meeting. Member Sherk recommended contacting the Assessor's Office for information. Member Sherk reported that (1) her agency is currently planting a lot of trees and (2) Nature Walk had been stopped for a year because of the state's budget freeze, but is now moving forward in conjunction with Life Frames Inc., the Living Library, Recreation and Park Department and Public Utilities Commission. Member Cohen recommended a discussion on raising revenue for tree care so that individuals could become certified to issue fines for improper tree care and fees collected could go into a tree care fund.
13. **Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

14. Adjournment. The Urban Forestry Council meeting adjourned at 10:40 a.m.

The next meeting of the Urban Forestry Council is scheduled for Friday, January 22, 2010 at 8:30 a.m. in Room 400, City Hall.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,

Monica Fish, Council Secretary

*Approved:





SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
DRAFT MINUTES-Corrected**

**GOVERNMENT
DOCUMENTS DEPT**

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corrected
**FRIDAY, DECEMBER 11, 2009, 10:00 A.M.
CITY HALL, ROOM 400, ONE DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102**

JAN 22 2010

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PUBLIC LIBRARY**

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(Additional Explanatory Documents:

- **Chair's Written Report (Word)**
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- **Staff Evaluations: Council Coordinator Hui--Canary Island Date Palm #1 (Word)**
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandPalm1MLH%20eval.doc)
Canary Island Date Palm #2 (Word);
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandPalm2MLHeval.doc)
Norfolk Island Pine (Word)
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At the conclusion of the hearing, the Council voted on whether to approve or reject the nominations and adopted written findings to support its decision. The Council will forward approved nominations to the Board of Supervisors for further consideration.

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Upon Motion by Member Hillan, second by Member Cohen, the **Canary Island Date Palm #1 (*Phoenix canariensis*)** located at 2040-2060 Sutter Street, Assessor's Block 0678, Lots 037-104 was approved for recommendation to the Board of Supervisors for landmark tree status (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Buck, Cohen, Hillan, LeBeau, Rodgers, Sherk and Vargas; Noes: None; Absent: None) (Explanatory Document: Final Resolution 008-09-UFC Packet (PDF) <http://www.sfenvironment.org/downloads/library/9ufccanaryislanddatepalm1landmarktreerespacket2040sutter.pdf>)

Upon Motion by Vice-Chair D'Agostino, second by Member LeBeau, the **Canary Island Date Palm #2 (*Phoenix canariensis*)** located at 2040-2060 Sutter Street, Assessor's Block 0678, Lots 037-104 was approved for recommendation to the Board of Supervisors for landmark tree status (AYES: Vice-Chair D'Agostino, Council Members Buck, Cohen, Hillan, LeBeau, Rodgers, Sherk and Vargas; Noes: Chair Milne; Absent: None) (Final Resolution 009-09-UFC Packet (PDF) <http://www.sfenvironment.org/downloads/library/9ufccanaryislanddatepalm2landmarktreerespacket2040sutter.pdf>)

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10. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair
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- Landmark Tree Ad Hoc Committee, Chair Malcolm Hillan

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11. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
There were no Chair's announcements made at this time.

12. **New Business/Future Agenda Items.** (Information and Discussion). Coordinator Hui reported that she had previously communicated with Mr. McLeod on his ideas and would be exploring the issue of tax financing for urban forestry work. A report would be made at the next meeting. Member Sherk recommended contacting the Assessor's Office for information. Member Sherk reported that (1) her agency is currently planting a lot of trees and (2) Nature Walk had been stopped for a year because of the state's budget freeze, but is now moving forward in conjunction with Life Frames Inc., the Living Library, Recreation and Park Department and Public Utilities Commission. Member Cohen recommended a discussion on raising revenue for tree care so that individuals could become certified to issue fines for improper tree care and fees collected could go into a tree care fund.

13. Public Comment: Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda. There was no public comment at this time.

14. Adjournment. The Urban Forestry Council meeting adjourned at 10:40 a.m.

The next meeting of the Urban Forestry Council is scheduled for Friday, January 22, 2010 at 8:30 a.m. in Room 400, City Hall.

Copies of explanatory documents are available to the public at the Department of the Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,

Monica Fish, Council Secretary

*Approved:





SF Environment

Our home. Our city. Our planet.



GAVIN NEWSOM
Mayor

DAVID ASSMANN
Acting Director

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL REGULAR MEETING
APPROVED MINUTES**

**GOVERNMENT
DOCUMENTS DEPT**

**FRIDAY, DECEMBER 11, 2009, 10:00 A.M.
CITY HALL, ROOM 400, ONE DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102**

JAN 28 2010

ORDER OF BUSINESS

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approved
- 1. Call to Order and Roll Call.** The Urban Forestry Council Meeting convened at 8:38 a.m. Present: Chair Milne, Vice-Chair D'Agostino, Council Members Buck (8:45 a.m.), Cohen, Hillan, LeBeau, Rodgers, Sherk (8:50 a.m.), and Vargas; Advisory Members Present: Members Nervo and Sustarich; (2 Vacant).
 - 2. Adoption of Minutes of the October 27, 2009 Urban Forestry Council Regular Meeting and November 20, 2009 Retreat Special Meeting.** (Discussion and Action) Upon Motion by Member Cohen and second by Member Hillan, the October 27 and November 20, 2009 Meeting Minutes were approved without objection (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Cohen, Hillan, LeBeau, Rodgers and Vargas; Absent: Members Buck and Sherk) (Explanatory Documents: October 27, 2009 Regular Meeting Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=113547 and November 20, 2009 Retreat Special Meeting Approved Minutes http://sfgov.org/site/sfenvironment_page.asp?id=114404).
 - 3. Public Comment:** Members of the public may address the Council on matters that are within the Council's jurisdiction and are not on today's agenda.

Ms. Rose Hillson, Jordan Park Improvement Association, discussed how Department of Public Works rules and City legislation are not effective in the case of trees that are cut down when they are not within ten feet of a public right-of-way. Ms. Hillson cited a particular tree that was set in a backwards-built lot, was fairly large and recently cut down. Chair Milne stated that the tree was not considered a significant tree because it was not within ten feet of the public right-of-way. Member Cohen acknowledged Ms. Hillson for presenting this issue to the Council and explained that when the legislation was redrafted a few years ago, there was a failed attempt to include a conservation measure that would protect trees on private property and of a particular size.

Mr. Bill McLeod stated that he has helped plant trees with Friends of the Urban Forest in the neighborhood in which he resides and for a few years has wondered why there couldn't be a better way for the City to finance tree maintenance and planting. He proposed identifying a fund to take care of tree maintenance, tree planting and sidewalks through a program similar to the solar initiative that would add a certain amount onto the sale of a house. He proposed that the initial cost could be added to property tax and be paid over a course of twenty years. Mr. McLeod also expressed his concern with the Department of Public Works program to repair sidewalks that he believes is causing blight through spray painting of x's throughout the sidewalks. He stated that the City is also requiring that people repair their sidewalks

and expressed his concern that people who reside on his block have had to spend \$10,000 for sidewalk repair, which is causing a hardship due to the recession. Chair Milne stated that he would forward this information to the Department of Public Works and indicated that the Council is always trying to identify funding mechanisms for urban forestry and would investigate his recommendation.

4. **Hearing on Nomination for Landmark Tree Status.** The Council will hold a hearing to determine whether the following trees meet the criteria for designation as landmark trees: **PRESENTER:** Landmark Tree Committee Chair Malcolm Hillan (Discussion and Action)

2040-2060 Sutter Street, SF, CA 94115, Assessor's Block 0678, Lots 037-104

- **Norfolk Island Pine (*Araucaria heterophylla*)** (Explanatory Doc. Nomination Form (PDF)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/NorfolkIslandPineNominationForm.pdf)
- **Canary Island Date Palm #1 (*Phoenix canariensis*)** (Explanatory Doc.: Nomination Form (PDF)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandDate1NominationForm.pdf)
- **Canary Island Date Palm #2 (*Phoenix canariensis*)** (Explanatory Doc.: Nomination Form (PDF)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandDate2Nomination%20Form.pdf)

(Additional Explanatory Documents:

- **Chair's Written Report (Word)**
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/LandmarkTreeWrittenReptMLH.doc>;
- **Images of Nominated Trees (Word);**
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/Compiledimages.doc);
- **Staff Evaluations: Council Coordinator Hui--Canary Island Date Palm #1 (Word)**
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandPalm1MLH%20eval.doc)
Canary Island Date Palm #2 (Word);
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/CanaryIslandPalm2MLHeval.doc)
Norfolk Island Pine (Word)
http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/NorfolkIslandPineMLH%20eval.doc)

Landmark Tree Committee Evaluations— Committee Chair Hillan (PDF)

http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/LandmarkTreeEvaluationsAllTreesMHillan.PDF

Member Vargas (PDF)

http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_landmarktree/supporting/2009/LTCUFCevaluationAll%20TreesKVargas.pdf)

At the conclusion of the hearing, the Council voted on whether to approve or reject the nominations and adopted written findings to support its decision. The Council will forward approved nominations to the Board of Supervisors for further consideration.

Landmark Tree Committee Chair Hillan reported that the Sutter Park West Homeowners Association of the condominium complex located at 2040-2060 Sutter Street nominated the three trees for landmark status. These trees are located in a center courtyard common area for the condominium buildings. He described landmark tree criteria that would qualify the trees for landmark tree status and recommended on behalf of the Committee that all three trees be forwarded to the Board of Supervisors for consideration of landmark tree status.

Council members discussed providing address links to aerial views, noticing requirements, notification to property owners, their concerns, and landmark tree criteria as it would apply to the nominated trees. Landmark Tree Committee Chair Hillan stated that the two strongest evaluation criteria that these nominations would fall under would be the categories of physical and environmental and discussed other areas of evaluation as described in the written report and evaluation forms.

Upon Motion by Member Vargas, second by Member Hillan, the **Norfolk Island Pine (Araucaria heterophylla)** located at 2040-2060 Sutter Street, Assessor's Block 0678, Lots 037-104 was approved for recommendation to the Board of Supervisors for landmark tree status (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Buck, Cohen, Hillan, LeBeau, Rodgers, Sherk and Vargas; Noes: None; Absent: None) (Explanatory Document: Final Resolution 007-09-UFC Packet (PDF)

<http://www.sfenvironment.org/downloads/library/00709ufcnorfolkislandpinelandmarktreerespacket2040sutter.pdf>)

Upon Motion by Member Hillan, second by Member Cohen, the **Canary Island Date Palm #1 (Phoenix canariensis)** located at 2040-2060 Sutter Street, Assessor's Block 0678, Lots 037-104 was approved for recommendation to the Board of Supervisors for landmark tree status (AYES: Chair Milne, Vice-Chair D'Agostino, Council Members Buck, Cohen, Hillan, LeBeau, Rodgers, Sherk and Vargas; Noes: None; Absent: None) (Explanatory Document: Final Resolution 008-09-UFC Packet (PDF)

<http://www.sfenvironment.org/downloads/library/9ufccanaryislanddatepalm1landmarktreerespacket2040sutter.pdf>

Upon Motion by Vice-Chair D'Agostino, second by Member LeBeau, the **Canary Island Date Palm #2 (Phoenix canariensis)** located at 2040-2060 Sutter Street, Assessor's Block 0678, Lots 037-104 was approved for recommendation to the Board of Supervisors for landmark tree status (AYES: Vice-Chair D'Agostino, Council Members Buck, Cohen, Hillan, LeBeau, Rodgers, Sherk and Vargas; Noes: Chair Milne; Absent: None) (Final Resolution 009-09-UFC Packet (PDF)

<http://www.sfenvironment.org/downloads/library/9ufccanaryislanddatepalm2landmarktreerespacket2040sutter.pdf>)

The Council reverted to Mr. McLeod's Public Comment Item 3 at this time (see Item 3).

5. **Clean and Safe Neighborhood Parks Bond.** Presentation and discussion on the Recreation and Park Department's Planning of the Clean and Safe Neighborhood Parks Bond Forestry Hazard Area Prioritization and Forestry Management Plan. Speakers: Jim Clark, Hortscience (Explanatory Document: Presentation (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Presentation.pdf> ; Rick Thall, Recreation and Park Department Project Manager; Karen Mauney-Brodek, Recreation and Park Department Planner. (Informational Report and Discussion)

Ms. Mauney-Brodek reported that the Clean and Safe Neighborhood Parks Bond is a four-million dollar bond that is an opportunity for the City Recreation and Park Department to finance forestry-related improvements and forestry public-safety concerns on Recreation and Park lands using capital dollars. The bond would not address all forestry needs in all parks so there is planning and prioritization work in progress at the current time. The process is currently in the outreach phase in order to receive feedback from entities that include the Urban Forestry Council, stakeholders, the Neighborhood Parks Council, Parks Trust, Parks Advisory Committee, and other related community organizations.

Mr. Clark provided background on HortScience Inc. and presented on the Tree Risk Area Identification and Prioritization Project and components of the Tree Management Plan (see Explanatory Document on topics of discussion (PDF) <http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/Presentation.pdf>). He reported that the project would include identifying properties and facilities within properties that have the greatest need (a mix of trees or tree characteristics that are most likely to fail) and then identifying the highest use in occupancy. The matrix is currently being developed and analyzed. The Tree Management/Operational Plan is being developed for all Recreation and Park Department properties and is aimed in making the transition to implementing recommendations.

Council Members expressed their support of the program and provided feedback and recommendations. Discussions were held on topics that include changing the title of the project plan to add preservation project; availability of state grant funding allocations for park tree inventories, utilizing tree-species profiles for risk assessments, and priority allocation of funds to public safety vs. urban forestry planting projects.

Public Comment: Ms. Rose Hillson expressed her support of the project.

6. **Development and Trees.** The Council will review and discuss tree disclosure and protection requirements when developing near protected trees as it relates to the tree protection zone described for Landmark and Significant trees. Speaker: Council Member AnMarie Rodgers. (Informational Report and Discussion). This agenda item was continued to the January 22, 2010 meeting.
7. **Development of Policies to address Pine Pitch Canker Solutions.** Sponsor: Council Chair Milne (Discussion) Council Chair Milne requested that Council Members provide ideas for regulations or a legislative proposal for discussion at a future Planning and Funding Committee meeting.
8. **Staff Report.** Staff will provide updates on Urban Forestry Council administrative and programmatic operations relating to research, planning, funding, outreach, and other related activities. (Informational Report and Discussion)

Council Chair Milne reported that Member Blair had resigned from the Council. Council Coordinator Hui presented her staff report on topics that include Council membership resignations and status of appointments, landmark tree current events, urban gleaning project, strategic planning retreat session, Green Christmas program, climate action planning, Green Stacks and Environment Now programs (Explanatory Document: Staff Report (PDF)

<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/StaffReport121109Mtg.pdf>)

9. **Correspondence Distribution:** Council Meeting Schedule for 2010 (Word)
<http://sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2009/ufc2010meetingcalendar.doc> (Information and Discussion) Ms. Fish distributed the Council Meeting Schedule for 2010.

10. Committee Reports: (Informational Reports and Discussion)

- Planning & Funding Committee, Chair
The next meeting scheduled for Thursday, December 17, 2009 at 4:15 p.m. at City Hall, Room 421 has been cancelled.
- Landmark Tree Ad Hoc Committee, Chair Malcolm Hillan

Council Chair Milne stated that there would be no Committee reports because the Planning and Funding Committee meeting scheduled for next week would be cancelled due to a lack of quorum, and a Chair has not yet been selected. The Landmark Tree Committee did meet in November and nominated trees were discussed in Agenda Item 4.

11. **Chair's Announcements:** Terry Milne, Chair, Urban Forestry Council (Information and Discussion)
There were no Chair's announcements made at this time.

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Respectfully submitted by,

Monica Fish, Council Secretary

*Approved: January 22, 2010

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